



WELCOME TO CAMP ZAMA JAPAN



LAND OF THE RISING SUN

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Directorate of Emergency Services (**DES**)

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ABOUT USAG JAPAN

◆ MISSION

US Army Garrison, Japan supports I Corps (Forward), USARJ, and tenant commands from dispersed sites to ensure mission readiness, and the quality of life of the Army community in a sustainable, transforming joint and combined environment.

◆ VISION

We are the Army's home in Japan. We will continue to be the leader in Installation Management Command (IMCOM) and set the example in providing world class installation services and support to Soldiers and Families in a transforming theater.

CORE VALUES

- ◆ CROSS-CULTURAL TEAMWORK
- ◆ PROFESSIONALISM
- ◆ ACCOUNTABILITY
- ◆ DUTY
- ◆ INTEGRITY
- ◆ LOYALTY
- ◆ TRUST

HISTORY

When the Japanese Military Academy was transferred to Zama in 1937, it was intended to accommodate a maximum of eight companies for the first and second term classes (4 companies per class). At the time the school was deemed sufficient. The expansion of the China Incident into the Greater East Asia War necessitated the increase of students and addition of educational equipment. Annually the equipment was added and new land space purchased for additional buildings. By 1940 both front and south sides of the school area had been purchased with additional students' billets constructed. At the end of the war, the billeting capacity increased to handle 20 companies of students.

After the move of the Military Academy to Zama, the Central Headquarters decided to change Sagamihara Area into a group of military bases and military industrial zones. Thus Sagami Arsenal (presently Sagami General Depot), The Communication School (presently Sagami Women's College and so forth), The First Telegraph Regiment (presently US dependent housing), Provisional Tokyo No. 9 Military Hospital (presently National Sagamihara Hospital), Armor Equipping School (presently Camp Fuchinobe) and so forth were established. The maneuvering ground located behind the military Academy combined with the adjacent maneuvering grounds of other units into a vast area for joint maneuvers. At present almost all of the lands have been transferred to private ownership. The maneuver grounds have been converted into housing areas,

factories, golf links, farms and so forth. And now the change has been so great that it is hard to visualize past days. United States Army Garrison, Japan was activated on 14 May 2003 at Camp Zama.

LOCATION & MAILING ADDRESS

Address comments or questions to **US Army Garrison, U.S. Army Japan.**

U.S. MAIL

CDR, USAGJ
UNIT 45006
ATTN: IMPA-JA-ZA
APO AP 96343-5006

PHONE

263-4866/263-3657
DSN FAX: 263-4069
From US: 011-81-46-407-4866/3657



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, JAPAN
UNIT 45006
APO AREA PACIFIC 96343-5006

September 5, 2008

Office of the Commander

Subject: Welcome Letter

On behalf of all personnel assigned to United States Army Japan, I welcome you to Camp Zama, Japan, an Army Community of Excellence. My staff and I will do everything possible to make your assignment both personally and professionally rewarding.


As you will discover, living in Japan is a unique experience. Our Japanese neighbors are warm and friendly and there are plenty of opportunities for cultural exchanges and travel.

Your assignment will be a challenging one in which you will enjoy an excellent opportunity to make a personal and meaningful contribution to a vital role which United States Army Japan plays in the overall United States Army mission. We are looking forward to you joining us in this effort.

In addition, I hope you accept many of the numerous opportunities to participate in enhancing and developing our community. Your involvement in Army Community Service, Red Cross, Department of Defense Dependent Schools, Youth Services, or one of the numerous private organizations will help us to improve the Camp Zama community and to make it a better place in which to live and work.

Again, welcome! Be an active part of our community, and enjoy your tour in the Land of the Rising Sun.

Sincerely,


Robert M. Waltemeyer
Colonel, US Army
Commanding

MOVING OVERSEAS

Post Privileges (Civilians)

An overseas assignment gives you additional privileges at post facilities. In the Continental United States (CONUS), civilian employees are usually able to use the fitness center, library, and other recreational facilities. Overseas, civilian employees with post privileges are also able to use the Commissary and Post Exchange (PX), including the theaters, gas stations, and auto repair facilities. You must have a Government-issued identification (ID) card to use these facilities. Your Civilian Personnel Advisory Center can give you information on eligibility for ID cards.

Identification Cards (Civilians)

Until you are able to get your new CAC card you may use your PCS orders and your passport for access to the military installation and when using PX, Commissary, Bank and Post Offices on post. To obtain your CAC Card you must first process into the CPAC. The CPAC will issue you a SF 1172 and SF 1173-2. Next you need to setup an appointment at the Military Personnel Division (MPD) 263-4449. Items you must bring with you for your ID card appt: SF 50 (New Position at Camp Zama), birth certificates for you and your family members, marriage certificate, passports, and social security cards. Civilian employees and their authorized family members are issued an ID card different from what you may have had in the Continental United States (CONUS). You and your family should carry your ID card wherever you go.

Electricity

IMPORTANT! Average electrical current supplied to most Japanese homes is only 30 to 50 Amps, at 100 volts and 50 cycles. The average home in the U.S. is supplied with at least 100 Amps (usually 150-200), at 120 volts and 60 cycles. Carefully choose the electrical appliances you wish to bring to Japan. Most kitchen appliances will work well enough, but those that depend on clocks or timers will lose approximately 10 minutes per hour. Appliances with motors operate at a slower speed due to the 50 cycle electrical supply, but should continue to serve adequately. A transformer may increase the voltage from 100 to 120, but it WILL NOT adjust the cycles from 50 to 60. If you live on post you will not need a transformer to use your own appliances. Electric clocks are not recommended for shipment to Japan, since they will not keep accurate time on 50 cycle current. Freezers are also not recommended for shipment, since space is limited in quarters.

Family Member Employment

You are coming over here with a job, but what about your spouse? What are the possibilities for her/his employment while you are here? As anywhere, the skills, experience, and desires of your spouse have a lot to do with the likelihood of employment. There are some special complicating factors in an overseas area; however, first and foremost is the supply of family member job seekers versus the number of positions available. There are many more family members than full-time positions. Since employment on the local economy is usually not possible, the competition for on-base jobs is very stiff. Appropriated and Non-Appropriated fund employment opportunities can be found at www.cpol.army.mil under employment.

State Income Taxes

Some states have no income tax, period. Other states don't tax income earned overseas. Many states; however, do expect you to continue to pay state income tax while you are assigned overseas. Your local Legal Office can provide advice on these matters.

Banking and Money Exchange

Due to electronic banking, most of the conveniences of home are available to you on post. You may keep your Continental United States (CONUS) checking account or establish one at the base bank or credit union. Some people keep one in the CONUS and one overseas; just keep in mind the mail delay in deposits made to CONUS banks. Your paycheck has to be electronically deposited and most travel payments and other payments from the government can be electronically transferred, but other deposits may have to be mailed. The ATMs banks and credit unions on base can give you both dollars and Yen currency. You will find you will use cash much more on the economy than you probably did in the CONUS. Although many stores and hotels take credit cards, they are not as commonly accepted as in the US. If you need a check in a currency other than dollars, say to buy furniture, the post bank or credit union can provide one for you for a nominal fee. The post bank can change currency. Generally, you get better exchange rates in the country of the currency so it's often a good idea to wait. It's easy to find currency exchanges, in airports and train stations, banks and offices specifically for money exchange. Depending on where you're going however; how much time you will have - it's always a good idea to get some currency in advance. Whoever is changing your currency is not doing it for free -- avoid buying too much and converting back because you will lose money in the process. It's common advice but still good -- DO NOT exchange money with street moneychangers. There is an excellent chance you will be cheated or worse, they are scam artists, pure and simple.

Telephone Service and Long Distance

On base homes throughout Japan are equipped with Direct Service Network (DSN) phone lines. These lines allow you to call long distance and also to numbers throughout Japan. Billing for this service is automatically deducted from your monthly pay.

Long distance rates for calls to the US vary based on carrier and type of service used (Direct Calling Card). If you plan on calling the US on a regular basis, look into various long distance services available over here. If you have an American cellular phone, you will not be able to use it here -- the frequencies are different from those used here for such service and can interfere with other uses.

Newspapers, Television, Radio, and Movies

Since most of us are not fluent in Japanese, we are dependent on English language media for information and entertainment. If you have come from an area with 100 cable channels, you are going to suffer some withdrawal symptoms. The Stars and Stripes is an English language newspaper published for members of the US Forces, seven days per week. The Stars and Stripes is sold by AAFES bookstores, in machines and on US installations. AFN (American Forces Network) currently offer 9 television channels at no additional cost. AFN tries to address all viewing tastes, with a good variety of network series, TV and other movies, sports, and news. AFN also broadcasts segments of interest to local communities, including weather, exchange rates, community events, and other items. All military installations have video rental outlets. Most military installations also have at least one movie theater.

Legal Assistance

The Legal Assistance Office is available to assist with a wide range of legal matters. Services provided include but are not limited, wills preparation, power of attorney, marriage and divorce procedures, and tax assistance. Appointments are required for most services. To find additional information go to www.usarj.army.mil/cmdstaffs/sja.aspx .

ARRIVAL INFORMATION

Welcome to Japan! For those of you assigned duty with HQ United States Army, Japan, US Army Garrison-Japan (USAG-J), or one of the other units/activities in the Camp Zama area, you will arrive in Japan at either the New Tokyo International Airport (Narita) or Yokota Air Base.

Arrival at Yokota Air Base (About 25 miles from Camp Zama).

After your flight has arrived, you will be met by a MAC representative who will escort all passengers to the Inbound Customs and Immigration Area. There you will be given general briefing concerning immigration and customs clearance procedures, instructions on how to complete the immigration and customs forms, and the location of baggage pickup area:

After completion of immigration formalities you will pick up your bags and go the customs inspection area for inbound customs inspection. If any of your baggage is missing or damaged, you should file a claim with Lost and Found before you leave the baggage area.

After you leave the customs inspection area, you should check with the Army Air Traffic Coordinating Office (AATCO) for transportation to Camp Zama. The AATCO will either have transportation waiting or will arrange it for you. Your sponsor may meet you either at Yokota AB terminal or upon your arrival at Camp Zama. It is about a 90 minute drive from Yokota to Camp Zama. The AATCO personnel are at the MAC terminal to assist you. Please avail yourself of their services if you need help or have any questions.

Arrival at New Tokyo International Airport (Narita) (About 75 miles from Camp Zama).

If you arrive at Narita, passenger arrival processing is as follows:

First, clearance is through Japanese quarantine (Second Floor).

Immigration is next (Second Floor). After completion, go downstairs to baggage claim area.

Claim your luggage at the designated baggage carousel (first floor) and proceed through customs.

Transportation from Narita

For PCS and TDY travelers, destination Camp Zama:

After landing at Narita and upon completion of immigration, and customs, proceed through the South Wing lobby, toward the doors to the far right of the terminal (near the Cafe Snow). Buses to Camp Zama depart the short term parking back left area at 1500, 1730 and 1900 hours. Buses are marked for Camp Zama, or other American military installations. The bus ride will take anywhere from two to four hours. Pick up arrangements should be made between you and your sponsor.

In the event you miss connections with your sponsor, use one of the two U.S. Forces telephones located at the Northwest Arrival Counter. The Army telephone connects you with the New Sanno Hotel switchboard in downtown Tokyo. To use the Army telephone, lift the receiver, wait for the automatic dial system to function, and then ask the operator for telephone number **263-3772**. The

Air Force telephone also has an automatic dial feature and connects the Yokota AB operator. Just pick up the receiver, wait for the automatic dial system to reach the operator and state: "This is an official call, please connect me to Camp Zama, 263-3772. You may confirm vehicular arrangements with either the Air Passenger Coordinating Office (APCO) or the Transportation Motor Pool (TMP) (one or the other will answer your call). In the event that no transportation arrangements have been made and there are no TMP vehicles in the airport vicinity, you will be given instructions on how to proceed to Camp Zama by one of the following methods:

Purchase tickets for the Yokohama City Air Terminal (YCAT) limousine bus. Buses depart at about 30 minute intervals. A TMP vehicle will be dispatched to meet you at YCAT and transport you to Camp Zama (use caution - buses depart for many other destinations besides YCAT). Fare is 3,100 yen (approx \$31.00) for adults and half fare for children.

Purchase tickets on the Yokota MWR bus for the New Sanno Hotel in downtown Tokyo. The bus makes two trips per day and the departure schedule can be provided by the MAC representative at the Northwest Airline counter. Fare is \$18.00 per passenger (half fare for children ages (5-12). A TMP vehicle will provide onward transportation.

Telephone instructions:

FROM

Narita (Army Telephone) Zama (APCO)* Automatic Ask operator for 263-3772

Narita (AF Telephone) Zama (APCO)* Automatic Ask operator for 263-3772

Narita (Army Telephone) New Sanno Hotel Automatic Ask operator for front desk

New Sanno Hotel Zama (APCO)* Dial military telephone 263-3772 or 263-4305

INSTALLATION SERVICES INFORMATION

LODGING

RESERVATIONS INFORMATION

US Army Garrison Japan CM, Unit 45006
ATTN: IMPC-JA-MWB-L
Camp Zama, Japan
APO AP 96343-5006

◆ Camp Zama Reservations Office ◆

Hours: Monday - Friday 0800-1630

Telephone: DSN 263.2775
CIV (within Japan) 046.407.2775
CIV (outside Japan) +81.46.407.2775

Fax: DSN 263.3598
CIV (within Japan) 046.407.3598
CIV (outside Japan) +81.46.407.3598

E-mail: reservations@zama.army.mil

All reservations will be held until 1800 hours, day of arrival. If you are arriving PAST 1800 hours, please notify the respective lodging facility and provide a major credit card and expiration date, to confirm the reservation for late arrival. If a credit card is not provided, the reservation will be cancelled, promptly, at 1800. Confirmed reservations (with a credit card) must arrive before 2400.

Confirmed reservations must be cancelled by 1800 hours on the day of arrival. Any cancellation after 1800 hours, day of arrival, will be charged one night's room rate. **Exception** shall be those in a PCS-In status. If the PCS-In guest does not arrive by 2400 hours, the arrival shall be rolled over until the next day. Maximum rollover is 2 days, or 48 hours.

If a room is not available for an official (TDY) traveler, 10 days out, a Certificate of Non-Availability (CNA) number will be issued. This is a control number for the traveler to record on his or her travel voucher, stating that government lodging was not available. The CNA must be issued either prior to, or day of arrival.

DISTINGUISHED VISITORS QUARTERS (DVQ) RESERVATION POLICY

1. **PURPOSE.** To define the responsibilities and procedures for making reservations in the Distinguished Visitors Quarters (DVQ).
2. **APPLICABILITY.** This policy applies to all sponsors and guests making reservations with Zama Lodging.
3. **REFERENCE.** AR210-50, Para 3-39, Housing Management, 26 Feb 99.
4. **POLICY/PROCEDURES.**

Building 550, Washington Hall is designated as the DVQ for Camp Zama Lodging. There are presently 12 DVQ rooms in Zama Lodging and one DVQ room in Kure Lodging.

Rooms 203 and 204 are designated as General Officer (GO) quarters and room 206 as the GO aide's quarters.

The following is the Priority of Assignment:

Officers in the rank of colonel (O6) and above, equivalent grade DOD civilians (GS-15 or YA-3) and above and the Sergeant Major of the Army.

Officers/Enlisted Aides to General Officers and civilians as required by Protocol or the Command.

Other Personnel on TDY as per AR210-50, Para 3-42b.

Officers, Senior Enlisted and civilians on PCS status without children.

Leave-status personnel/Retired military personnel.

The reservations clerk will work closely with the installation Protocol Office and the Lodging manager when making reservations for the DVQ. When protocol requirements do not exist the DVQ may be assigned to eligible guest in accordance to the Priority of Assignment above.

5. **PROPONENT.** The proponent for this action is the Lodging Division, Directorate, Community Activities, U.S. Army Garrison, Japan (USAG-J).
6. **EXPIRATION.** This policy will remain in effect until superseded or rescinded.

GUESTROOM PHOTOS

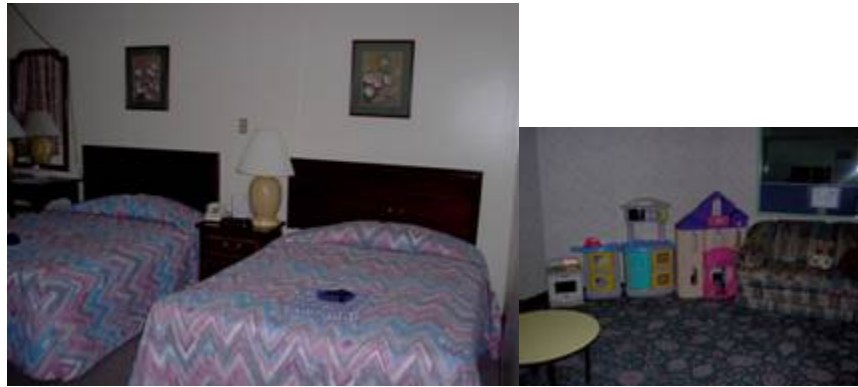
Distinguished Visitors Quarters



Bldg 550:

In 1971, this building was converted into a DVQ. Prior to the conversion, this building was a BOQ. These rooms have one (1) Queen size bed, pullout sleeper sofa bed, living room, computer (in most rooms; can be requested), and a small kitchen area with a mini bar (no stove), a TV/VCR/DVD, iron and ironing board.

Building 552



Bldg 552:

Constructed in 1991, this building has a total of 56 rooms, 36 Queen Size bed rooms and 20 two full size bed rooms. We have a playroom, lounge, and computers available for guests' use. This is the building where our front desk is located. Each room has a kitchenette (some with oven, can be requested), TV/VCR/DVD, and an iron/ironing board.

Building 742 (UNDER RENOVATION)

Estimated Date of Completion: January 2009



Bldg 742:

We have 38 rooms in this building, each with a Queen Size bed, private shower (no bath tub) and toilet, microwave, refrigerator, TV/VCR/DVD, iron/ironing board, and other amenities.

Building 780 (Family Units)



Apartment



Suite



Single



Bldg 780:

This building is newly renovated and has a total of 25 rooms. We have two (2) 3-bedroom apartments, nine (9) single rooms, and fourteen (14) 2-bedroom suites in this building. The apartments have a full kitchen, with cooking utensils. The suites have a mini-kitchen. The single rooms have a kitchenette, refrigerator (microwave). All rooms have an iron/ironing board and a TV/VCR/DVD.

AMENITIES

TV with remote control	English and Japanese channels
VCR/DVD Player	“Free EVideo/DVD checkout
Telephone	Electronic “Security E-key cards
Stars & Stripes at the Lobby	Refrigerator
Microwave oven	Full bath amenities
Iron	Ironing board
Hair dryer	Coffee maker w/coffee & tea
Safe	

INTERNET

Internet Service is only available in rooms at Distinguish Visitors Quarters and in the Main Lobby area of building 552.

- DVQ: ADSL is free.
- Bldg 552: Has two desktop computers and wireless service in the lobby.

Customers need to purchase an internet card for log-in; they are available for purchase in the main lobby area.

Two types of cards are offered:

- J-Spot Card (for wireless) \$10.00 / 3-days
- Surf Link Card (for desktop) \$5.00 / 24-hours

*Billing time is continuous and begins once customer first login to the service.

RATES

BASED ON SINGLE OCCUPANCY

Type of Room	Standard Rates	Contractors
Building 550	\$47.00	\$62.00
Building 742	\$35.00	\$50.00
Building 552	\$35.00	\$50.00
Standard Rooms, Building 780	\$35.00	\$50.00
Suites, Building 780	\$41.00	\$56.00
Apartments, Building 780	\$57.00	\$72.00

- Add \$5 per room, per night for each additional person over the age of 2 years in the room.
- No charge for rollaway beds and baby cribs.
- Rates are subject to change without notice.

PAYMENT

TDY GUESTS: Payment due at checkout or at the end of the month if stay is greater than 30 days.

PCS- INBOUND GUEST: Payment is due every 10 days for TLA (Military), or every 30 days for TQSA (Civilian).

PCS- OUTBOUND GUEST: Full payment is due at check-in

SPACE AVAILABLE GUESTS: Payment is due at check-in and must remain paid in advance.

CONTRACTORS: Payment is due at check-in and must remain paid in advance. Payment may be made in Cash, Check, Money Order, or Credit Cards (VISA, Master Card, American Express, or Military Star Card)

HOUSEHOLD GOODS

SHIPMENT

You are authorized two types of shipment to Japan: unaccompanied (express) shipment and household goods. Japan is an administratively weight restricted area which means that your personal property or household goods shipment is limited to 25% of your Joint Travel Regulation Allowance. Check with your Traffic Management Office to determine the weight authorized for you.

Tables, chairs, sofas, rugs, lamps, bedroom sets, stoves, refrigerators, washers and dryers are provided from housing supply and it is recommended that you do not ship such items. Cable television on post includes Japanese channels in addition to Armed Forces Radio and Television Service stations, which carry stateside news, sports, movies and popular programs. The 110 volt, 50 cycle Japanese current is compatible with most American appliances so you will not need a transformer to use your own appliances. Your American vacuum cleaner will work adequately on Japanese current. Electric irons, toasters, microwave ovens and other appliances which have heating elements will need extra time to warm up, but can be used with that precaution. Leave electric clocks at home since they will not keep accurate time on the 50 cycle current. Although freezers are valuable on European installations, they are not authorized for shipment to Japan since space is limited in quarters both on and off post.

VEHICLES

Shipment at government expense of privately owned vehicles is authorized for personnel assigned to Japan. However, the Government of Japan has established stringent emission control standards for automobiles and trucks manufactured in recent years. An embargo is in existence for shipment of privately owned vehicles manufactured after 31 March 1976. For this reason, prior approval for shipment of POV must be obtained from the Garrison Commander. In applying for approval, you must supply the make and model of the POV and the date (year and month) it was manufactured.

Persons who obtain approval to ship an American car can expect to spend approximately \$3000-\$5000 to properly register the vehicle and obtain compulsory Japanese and US Insurance. In addition, there will likely be other costs to modify the car to meet Japanese inspection requirements. Proof of the date of manufacture (month and year) is required by the Japanese government in order to register an American vehicle. Procuring replacement parts for US manufactured vehicles can be time-consuming and expensive.

Large American cars are discouraged for use in Japan due to narrow roads. Although roads are improving, there are still many roads and most streets in urban areas which are narrow and almost impossible to negotiate with a large car. There are usually a great many used, older model Japanese cars available at very reasonable prices (\$700 -\$1000). They are suited to road conditions and repair parts are readily available. Registration, licensing fees and insurance rates are cheaper for Japanese made cars than for the larger American cars.

The embargo on vehicles does not prohibit shipment of motorcycles manufactured after 31 March 1976. In order to ship a motorcycle, you must obtain written authorization prior to shipment. Some minor emission control modifications may be required after entry into Japan depending upon the make and model of the motorcycle.

FIREARMS

IAW USARJ Regulation 190-6, incoming personnel may import rifles and shotguns into Japan provided they strictly comply with the requirements of this regulation and the Personal Property Consignment Instruction Guide (PPGIG), Volume II, Japan General Instructions. Shippers or consignors must use the U.S. Postal System to import authorized weapons and consign them to gaining commanders. Weapons will not be shipped in personal property. Only those firearms listed in appendix B, this regulation, may be imported into Japan.

Service members should mail weapons IAW the restrictions imposed by the references in appendix A of regulation 190-6 and the Army Post Office (APO). The local Area Transportation Office will provide the proper Alcohol, Tobacco, and Firearms (ATF) documents to meet declaration requirements for the weapons.

The mailing of any type of concealed firearms (handguns), ammo, and/or any type of explosives through APOs is strictly prohibited. All firearms must be declared to U.S. Postal representatives. Personnel should send their weapons as registered mail through the Military Postal Service (MPS). Authorized firearms and other types of weapons may be mailed to an authorized destination (the list of authorized destinations is maintained by the APO) IAW U.S. Postal regulation. De-register weapons at the applicable PMO prior to mailing. Present the weapon, in its open shipping container, to postal authorities for inspection immediately prior to mailing, along with the canceled duplicate copy of AJ Form 873EJ and other documents; e.g., import license required by the Bureau of Alcohol, Tobacco and Firearms (ATF). The ATF Form-6A is a pre-approved permit for use by members of the armed forces to be used for importation of weapons into the United States. All civilian SOFA personnel will use ATF Form 6 to request approval from the ATF prior to mailing any weapon. **When the weapon has been mailed, the postal authorities will return the AJ Form 873EJ to the applicable ASG PMO with a notation that includes the date that the weapon was declared and mailed.**

United States forces personnel may lawfully import and register in Japan the following types of privately owned firearms: Hunting and Sporting Rifles, Including .22-Caliber Rifles. Guns customarily used for hunting, sporting, and historical military reenactments, including military-type rifles that have been converted permanently. Hunting and sporting rifles must meet the following specifications:

- a. The firearm must not be capable of automatic success firing, such as a machinegun.
- b. The caliber of the bore will not exceed 0.41 inches (10.5 mm).
- c. The total length of the gun must exceed 37 inches (93.9 centimeters (cm)).

- d. The length of the barrel must exceed 19.25 inches (48.8 cm).
- e. The firearm will not be equipped with a silencing device or equipment to produce a silencing effect.
- f. The firearm will not have serious defects in the firing mechanism or barrel such that it would be hazardous.

B-2. Shotguns.

- a. The caliber of the bore will not exceed 12 gauges.
- b. The specifications in paragraphs B-1 through B-6, this appendix, are also applicable to shotguns, except that the barrel length must exceed 18 inches.

B-3. Air Guns, Including Gas-Operated Guns.

- a. The caliber of the bore will not exceed 8 mm.
- b. The total length of the gun must not exceed 79.8 cm.
- c. The specifications in paragraphs B-1a, e, and f, this appendix, are also applicable to air guns.

B-4. Firearms Designed Primarily for Target, Skeet, or Trap Shooting. These types of firearms must meet the specifications in paragraphs B-1 through B-3, this appendix.

B-5. Handgun Importation, Possession, and Ownership in Japan. **Handgun importation, possession, and ownership are strictly forbidden.**

HOUSING

Families assigned to the Camp Zama installation may reside in one of 3 housing areas. (1) Camp Zama (CZ), (2) Sagamihara Family Housing Area (SFHA), and (3) Sagami General Depot Housing Area (SGD). Family Housing located at Kure is available for personnel assigned to Akizuki, Pier 6 located at Hiroshima, Japan. On-post family housing is usually available for all authorized personnel assigned to the Camp Zama installation and Akizuki Pier 6 installation. However, the waiting period fluctuates depending on housing availability and family composition. At this time, on-post family housing is available within 30 days of arrival. Government quarters are authorized for military personnel in grades E-1 and above, eligible DOD civilian employees who are authorized Living Quarters Allowance (LQA) and American Red Cross personnel of equivalent grade.

Individuals who are authorized command sponsorship but are delayed or prefer not to have concurrent travel of family members may live in Unaccompanied Personnel Housing (UPH). Assignment of a family housing unit may be made within 30 days of their official dependent(s) travel reporting date to Camp Zama or Akizuki Pier 6 installation.

In-processing will include preparation of a housing application form (USAG-J Form 1591) which you will obtain upon checking into the In-processing Center, Camp Zama, Japan. This form will be completed and validated by either Military Personnel Division (MPD) or servicing Civilian Personnel Advisory Center (CPAC) and submitted to the Housing Management Division within 3 working days of arrival to the installation.

The criteria for assignment to a bedroom entitlement is based on the number of command sponsored dependents and family composition. Request for larger family quarters due to excess of household goods is not authorized. Have your assigned sponsor visit the Housing Office to obtain housing information.

Family housing units consist of the high-rise, two level townhouses or a single dwelling unit. Some townhouses and all single dwelling were built between 1951 ~ 1959. These units have wooden floors, with the exception of bathroom and kitchen. They are heated by steam and cooled by window air conditioners. There are no cellars or basements, but the unit has an outside storage shed.

Majority of the housing assets were built by the Government of Japan. These are 3 and 4 bedroom concrete townhouses located at CZ and SFHA.

All furniture and appliances normally required for family quarters (to include baby cribs) are available for issue with the exception of TV and components, kitchen items, towels, computers etc. All family quarters have a small storage space available. Additional storage may be obtained from the Camp Zama Community Recreation Division, Outdoor Recreation Facility **at a cost to you**.

Linen and blankets are available for temporary issue pending arrival and delivery of your unaccompanied (express) shipment. Recommend you pack your essential necessities in your unaccompanied shipment.

Army Community Service (ACS) does not loan out linens. We highly recommend shipping your beddings, towels, TV/DVD/VCR, microwave, and kitchen items in your unaccompanied (express) baggage.

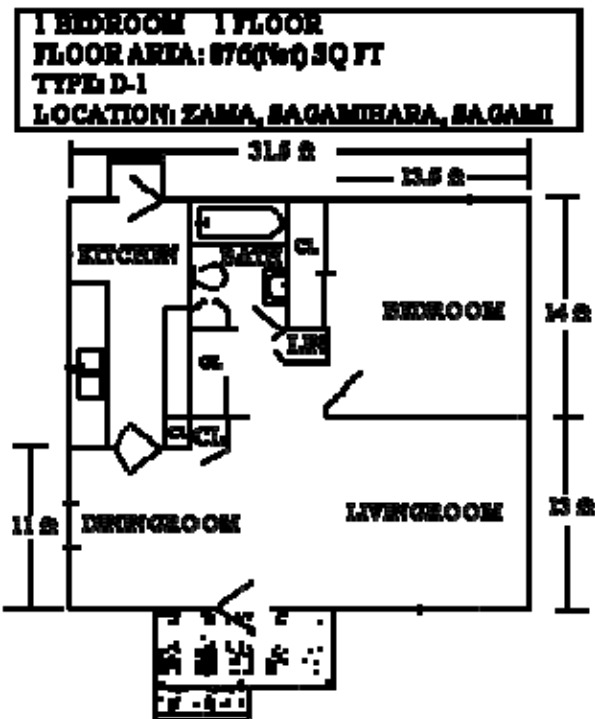
Since there is adequate available on-post housing, all requests for off-post housing must be approved. Your command must be able to support your Living Quarters Allowance (LQA), and also budget LQA.

A variety of floor plans are available to assist you in planning your shipment to the Camp Zama installations.

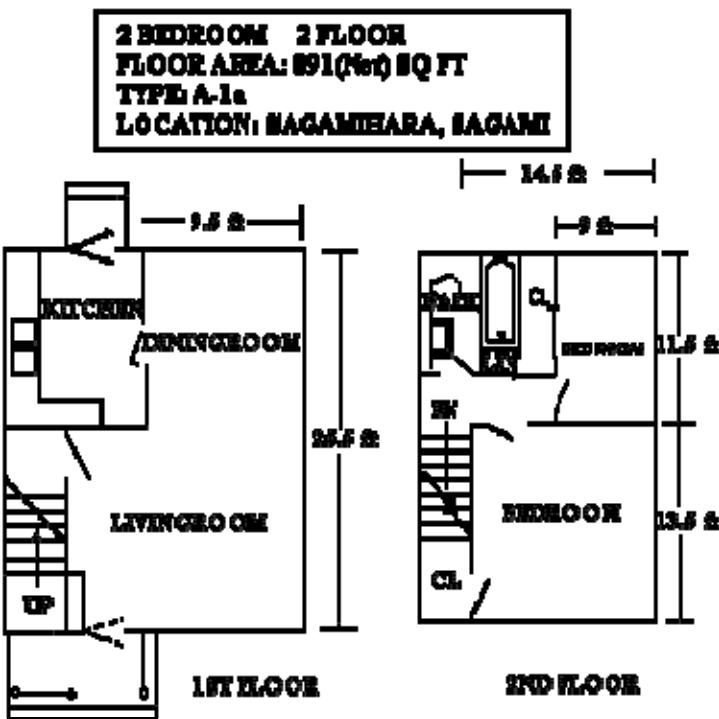
Please do not hesitate to call the Chief, Family Housing Management Branch at DSN: 263-3572 /4135 or COMMERCIAL 011-81-46-407-3527/4135

FLOOR PLANS

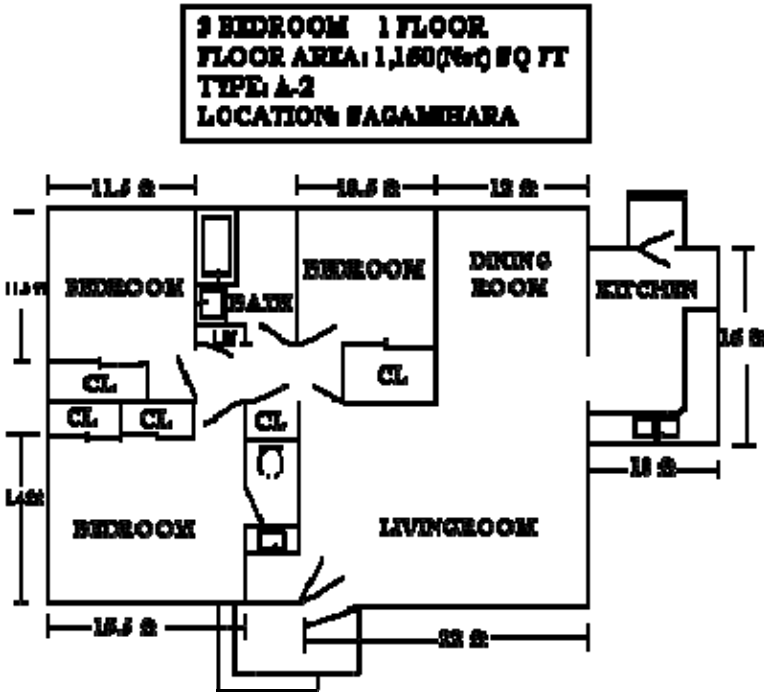
1 Bedroom



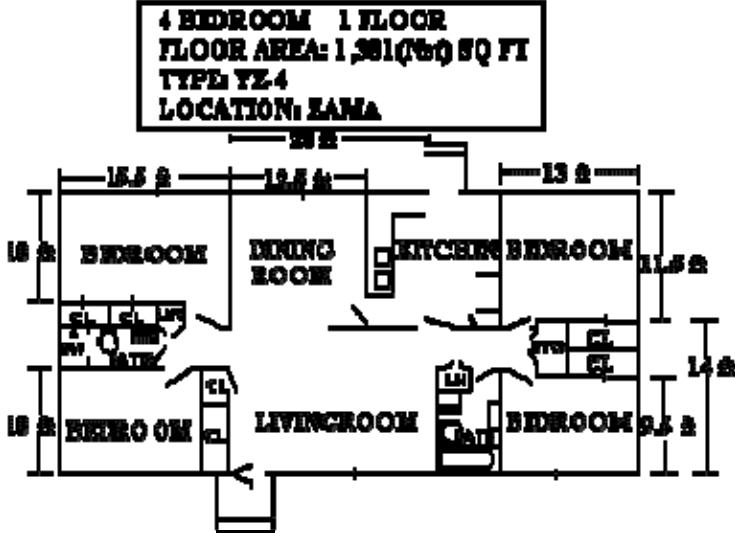
2 Bedrooms



3 Bedrooms



4 Bedrooms



UNACCOMPANIED OFFICER PERSONNEL HOUSING (UOPH)

UOPH located on Camp Zama for eligible enlisted, officers and DOD eligible civilian personnel authorized Living Quarters Allowance (LQA). In addition, UOPH is available at Akizuki Pier 6 located at Hiroshima, Japan, Akasaka Press Center (Hardy Barracks) located in Tokyo, Japan and Torii Communication Station, Okinawa, Japan.

For officers in the grade of O6 and civilians with grade equivalent to GS-15 are authorized Senior Officers Quarters (SOQ). These quarters range in size from 788 ~ 817 square feet.

Officers in the grades of O3 ~ O5, and civilians with grades equivalent to GS-10 and GS-14 are authorized Bachelor Officers Quarters (BOQ) Suite(s) with private bath and kitchenette. The minimum size is 448 square feet, and majority of the size is 460 square feet.

Senior enlisted personnel (grades of E-7 ~ E-9) and officers (O1 ~ O2, WO1 ~ CW2), and civilian personnel in grades equivalent to GS-09 and below are authorized a studio (smaller unit) with private bath and kitchenette. These studios are approximately 340 square feet in size (this space is limited, consider carefully what you bring). All quarters have central or air conditioning and heat. The UOPH facilities are fully furnished with government furniture. There are no large storage spaces available for excess household goods. Additional storage may be obtained from the Camp Zama Outdoor Recreation Facility **at a cost to you**.

Floor plans are available to assist you in planning your shipment to the Camp Zama installation.

Please do not hesitate to call the Chief, Unaccompanied Personnel Housing at DSN: 263-4843 or COMMERCIAL: 011-81-46-407-4843 for UOPH information.

FURNISHINGS

All quarters are adequately furnished with modern quartermaster furniture and appliances. Washers and dryers are provided in communal laundry rooms. Personnel who elect to ship their own furniture may do so. Upon receipt of your household goods, excess government furniture will be removed upon request. The shared storage spaces are **LIMITED** for small items such as small boxes, luggage etc.

Incoming personnel are discouraged from bringing excess personal belongings (excessive personal items such as bulky furniture, etc., will have to be stored at the occupant's expense). You may be authorized 50% (accompanied personnel) and 25% (unaccompanied personnel) of your JTR for household goods shipment based on your rank or grade. Again, it is very important to visit your Transportation Office for your authorized weight allowance. It is imperative to have your sponsor visit the housing office to obtain housing information. **Camp Zama is a weight restricted area.** Keep in mind that there is no governmental storage available!

SUGGESTIONS

** If you are traveling in the winter do not bring your spring clothes, ship them. You will be staying in temporary housing and your storage space will be limited.

** If you are a single and/or unaccompanied, your space, although comfortable is **VERY** limited.

** Almost everyone accumulates additional items during any overseas tour. Shipping light from the states will give you room to ship accumulated treasures home without incurring excess charges.

CONTACT INFORMATION

Contact the Housing Management Division at DSN 263-3527 / 4843 or Commercial 011-81-46-407-3527 / 4843 for additional information.

MEDICAL

MEDDAC

The BG Crawford F. Sams US Army Health Clinic provides outpatient primary care and limited specialty care services to active duty personnel, retired military, Department of the Army civilians, and their families. While the main service of BG Crawford F. Sams US Army Health Clinic is primary care, physical therapy, optometry and behavioral health services are available as well.

To make appointment, please call the MEDDAC-J Appointment Line at 263-4175. Listen carefully to the menu options. MEDDAC-J is committed to providing the best access to care possible.

BG Crawford F. Sams US Army Health Clinic is staffed by family practice and general medicine physicians and a nurse practitioner who see all authorized beneficiaries. Social workers provide individual, marital, family, and group counseling.

While active duty and their family members and retirees and their eligible family members receive medical care at the clinic at no cost, civilians are charged for care administered at either the military or Japanese health care facilities. The BG Crawford F. Sams US Army Health Clinic Community Relations Officer will liaison between the host nation hospital and the patient to ensure prompt payment to the hospital. Payment mechanisms differ depending on the beneficiary category of the patient. If you have any questions concerning payments, please contact the BG Crawford F. Sams US Army Health Clinic Community Relations Officer at 263-8197.

Specialists in pediatrics, surgery, internal medicine, obstetrics, dermatology, urology, allergy and radiology are available at local U.S. Air Force and Navy hospitals. Referral by a BG Crawford F. Sams US Army Health Clinic provider is necessary for an appointment to see a specialist. However, BG Crawford F. Sams US Army Health Clinic personnel will assist in obtaining these appointments once the primary care manager refers the patient to specialty care. BG Crawford F. Sams US Army Health Clinic also provides a daily shuttle to and from Navy and Air Force Medical Treatment Facilities.

Beneficiaries requiring in-hospital care are referred or evacuated to the 374th Medical Group Yokota, U.S. naval Hospital Yokosuka or host nation medical facilities such as Kitazato University Hospital in Sagamihara City if the required care is not available in the military system.

BG Crawford F. Sams US Army Health Clinic does not have an emergency medicine department. Emergency medical services may be obtained by calling 911. For 911 calls initiated on Camp Zama, a BG Crawford F. Sams US Army Health Clinic ambulance will transport the patient to the appropriate host nation hospital with the capability and capacity to meet the medical need. For 911 calls initiated on Sagamihara Family Housing Area or Sagami Depot, a host nation ambulance will transport the patient to the appropriate host nation hospital with the capability and capacity to meet the medical need. In all cases where a U.S. patient is taken to a host nation hospital, BG Crawford F. Sams US Army Health Clinic will launch a translator to the hospital to facilitate communication between the patient and the clinical staff.

Medical Services for DACS

As a US civilian employee in an overseas area, you are eligible for medical care in military medical facilities in the overseas area only, on a space-available basis and for a fee. What treatment is available will depend on where you are assigned, but our priority for care is always the same, which is AFTER active duty military members and their families. In most locations, you will not be able to obtain routine dental or optometry care. Depending on patient demand and care availability, other types of care will not be available from military facilities. If you have health concerns, you should discuss this with your gaining CPAC and sponsor in order to make sure that your health care needs will be provided for.

Military medical care is expensive. The fee schedule changes annually. Representative costs for outpatient care ranged from \$160 for family practice to over \$160 for internal medicine, neurology, or emergency room care. That price is all-inclusive, in most cases, of any tests ordered, medications prescribed, and follow-up care needed. Military medical facilities do not provide itemized statements of charges and care, nor do they file with your medical insurance carrier.

You or your family members will probably need to use medical and dental providers on the economy at some point during your tour. Referrals can be obtained from the Tri-Care office of your local military medical facility or from co-workers who have providers they have used and recommend.

Obviously, you will still need health insurance over here. DO NOT count on whatever care you need being available on post. Most insurance carriers are more flexible regarding what kinds of receipts they will accept from Host Country providers. Contact your health insurance carrier for specific forms and instructions on filing overseas claims. You can also obtain more information about the Federal Employees' Health Benefits program from your Civilian Personnel Advisory Center or by reviewing the Office of Personnel Management's Web Site at www.opm.gov.

CONTACT INFORMATION

Department of the Army
Headquarters, BG Crawford F. Sams US Army Health Clinic
APO AREA Pacific 96338-5011
Commercial Phone: 011-81-46-407-4127
DSN: 263-4127/4128

DENTAC

The U.S. Army Dental Activity, Japan would like to inform you about the scope of dental treatment available at Camp Zama and of the best way to avail yourself of this benefit.

AR 40-3 specifies the following treatment priorities for categories of patients:

Active Duty Military - complete dental care. Your unit will be notified when you are due for your annual dental examination. Completion of this examination is an integral part of the Oral Health Fitness Program outlined in AR 40-35, Preventive Dentistry. Participation in this program is a shared responsibility of each soldier. The unit commander is to ensure dental readiness upon deployment.

Family Members of Active Duty Personnel - complete care on a space-available basis. Some specialties are severely limited.

Retired Military - space-available care.

Family members of retired military - space-available care, including examinations, cleaning, fillings, and oral surgery are available to a limited degree. Priority care goes to the three higher categories.

DOD Civilian Personnel and their family members - space-available care with a DOD established fee. Currently examination, prophylaxis (cleaning), routine restorative (filling), and oral surgery are available, but very limited. Prosthodontics (crowns, bridges, dentures), periodontics (extensive gum treatment), endodontic, and orthodontics are not available from the DENTAC. Treatment categories available to DOD civilians change periodically based upon the demand for these services by patients in the higher four priorities.

Sick call hours are 0730 - 0830, Monday through Friday, with the exception of Thursday, when sick call hours begin at 12:30. Sick call consists of acute pain, swelling, bleeding, etc., that can not wait for a routine exam appointment. Treatment rendered will usually be of an interim nature.

Routine dental examinations are accomplished Monday through Friday by appointment. For an appointment call the clinic receptionist at 263-4603. Appointments for subsequent treatment will be made after completion of the dental examination. A parent or adult legally designated to act as sponsor must accompany patients under age of 18 for the initial examination. The presence in the clinic of a parent or adult legally designated to act as sponsor is requested although not required during subsequent visits for children 13-17 of age. Consent for treatment for children under age 18 may be granted by signing a SF 522 on which the treatment plan has been properly delineated. Deviations from the agreed upon treatment plan may not be made without authorization from the parent.

We request that you arrive at the clinic a few minutes before your appointment time. If you cannot keep an appointment, please call the clinic receptionist as soon as you know, giving a minimum of 24 hours notice, so that time can be made available to another patient. Your appointment will normally be held for a maximum of 10 minutes after the appointment time. If

you are not present, another patient will be substituted and you will be counted as having broken the appointment, even if you subsequently arrive or telephone.

Specialty Care: Although most specialty care can be provided by the dental officers at Camp Zama, more complex care may sometimes be necessary. This more complex care is provided on a referral basis by specialists in dentistry at Yokota Air Base or Yokosuka Naval Base.

Orthodontic Care: Orthodontic care to family members of active duty military personnel is severely limited. This service is currently rendered on a referral basis by the Dental Service, USAF Hospital, and Yokota Air Base. The number of patients requiring orthodontic services far outnumbers the available treatment opportunities. Sponsors should not expect orthodontic treatment to be initiated on their family members. Family members who arrive in this command already in full orthodontic appliances (braces in all teeth) placed prior to written notification of reassignment (date of PCS orders) are usually accepted as transfer cases. However, Air Force Instruction 47-101 states that braces placed after written notification of assignment are the lowest priority, and those patients rarely receive care.

Pay patients: As stated earlier, DOD civilian personnel and their family members receive space-available care with an established fee. The fee is set by DOD and is based on the type of work performed. Currently it is \$101 times the DoD weight for the procedure performed. Certain types of follow-up treatment (such as suture removal) are non-chargeable.

Effective 1 October 1984 IAW 10 U.S.C. (Section 1077 (a) (2)) the US Government must be reimbursed for the cost of dental prosthesis furnished to family members of active duty and of retired members of the uniformed services and to qualified survivors of uniformed services personnel. Fees have been set by DOD for removable partial dentures, complete dentures, and fixed partial dentures (bridges). All other dental care remains free of charge to eligible recipients. The established fees are extremely low in comparison to civilian charges (e.g. \$11.00 for a complete denture versus \$750 - \$1000 civilian). The required fees must be paid in full prior to initiation of the corresponding phase of treatment. No phase of treatment for which a fee is required will be initiated without the patient's full understanding and consent.

Dental records are the property of the U.S. Government and as such are governed by regulations:

If a non-active duty patient is not seen at the clinic during two calendar years, at the end of the second year we are required to remove his/her record from our file and ship it to a National Records Holding Center. Reminders of this are published in December in local information media. One good way to ensure that your records are maintained on file is to have a dental check-up at least annually.

If a non-active duty patient is transferred to an area where he/she is not eligible for military dental care or it is not available, we cannot release the dental record. We will provide copies of the treatment record upon request, provided sufficient notice is given.

If you have any questions or comments concerning dental care, please call or stop by the clinic.

OUTPATIENT RECORDS

Phone Number: 263-3455

The Outpatient Records Department is, most often, a patient's first stop when accessing care at BG Crawford F. Sams US Army Health Clinic. This department specializes in a multitude of medical records management processes. Services available include:

Patient Registration- The Outpatient Records Department will verify eligibility for care by checking your ID card's expiration date and conducting an automated DEERS verification. Upon verification, you will then be registered into the Composite Health Care System (CHCS). Having current personal data on you and your family members is a critical element to providing you updates on healthcare programs or for enabling providers to contact you with test results or follow-up evaluations.

PATIENT TRANSPORTATION

Phone Number: 263-8198

Transportation is available for the purpose of consultation and/or treatment of a condition beyond the capabilities of BG Crawford F. Sams US Army Health Clinic.

Ground Transport- Patients requiring transportation to Yokota Air Force Base's 374th Medical Group or the U.S. Naval hospital @ Yokosuka must contact the Patient Movement Coordinator at least 48 hours in advance.

Air Evacuation- Receiving, evacuating, and transferring patients to other military treatment facilities outside of Japan is the most important patient accountability function that we provide. Patients who require air evacuation to Okinawa, Hawaii, or CONUS must coordinate with their Primary Care Manager.

TRICARE SERVICE CENTER

Phone Number: 263-8205 (Enrollment), 263-8197 (HBA)

Our TRICARE Service Center is staffed with trained personnel who are prepared to help you understand the TRICARE program. Available services include:

TRICARE Enrollment/Disenrollment- Eligible beneficiaries may elect to enroll in TRICARE Prime, Standard, or PLUS. Contact our Health Benefits Advisor for more information.

Other useful Sites:

<http://www.tricare.mil/>

PETS

HOUSING PET POLICY

The number of authorized pets will be limited to any combination of two (2) animals (Dogs and/or Cats) per household only in family housing units **NO** exceptions will be approved to exceed the 2 pet policy! **NO PET** is authorized in any of the High-Rise buildings.

UNACCOMPANIED PERSONNEL HOUSING:

- a. The number of authorized pets will be limited to **ONLY** one (1) animal (dog or cat) in the Unaccompanied Officer Personnel Housing (UOPH). No exceptions will be approved to exceed the one pet policy!
- b. Other authorized pets are birds, rabbits, domestic bred pets of the rodent family such as hamsters, gerbils, guinea pigs, etc., must be housed in a cage and fish. This term may be expanded to include reptiles provided they are not capable of inflicting serious injuries or designated as dangerous. Normally, only dogs and cats are authorized. However, other animals may be specified "authorized" by the Installation Commander as recommended by Veterinarian and Provost Marshal.
- c. Buildings 781, 782 and 793 are designated as pet facilities in UOPH. The pet policy is directive in nature and UOPH occupants with pets in the designated buildings may face disciplinary and administrative actions for violations thereof. Violations may result in losing the privilege of living in government housing.
- d. **No pets** are authorized in **Unaccompanied Enlisted Personnel Housing** (UEPH) facilities (barracks). This policy is necessitated by the close proximity between common use areas and individuals quarters that are usually found in UEPH, and which generates annoyances such as pet odors and noise, possible flea and tick infestation of common use areas and furniture, urine damage to area room carpeting, and uncollected pet droppings.

Please do not hesitate to call the Chief, Family Housing Management Branch at DSN: 263-3572 or COMMERCIAL 011-81-46-407-3527

HOUSEHOLD GOODS (SHIPMENT OF PETS)

Shipment of pets to Japan is expensive for the pet owner and is least expensive if they fly with you as excess baggage. Make arrangements for them when your flight is reserved. If the pet is flying without you, and will be shipped as cargo expect a great increase in cost. Also, check with several different airlines to negotiate best travel mode for pets. Some airlines will only allow specific animals in coach. **(Please See Veterinarian Services Section for Pet Shipping Requirements. It is highly recommended that you coordinate the transportation of pets early in your travel planning due to the restrictions within Japan)**

VETERINARY SERVICES

We're the Japan District Veterinary Command (JDVC). We provide Command and Control of all veterinary elements in JDVC in support of U.S. Forces Japan. We ensure well trained, motivated, and rapidly deployable soldiers are available for a full range of military operations throughout Japan and the Pacific Rim.

Services Provided

- Annual Exams
- Vaccinations
- Health Certificates
- FAVN testing
- Sick call
- Surgical
- Dental
- Microchipping
- Radiological

Products Available

- Heartworm preventive
- Flea and tick preventive
- Shampoos
- Prescription diets
- Personal pet products

Emergency service is available 24-hours a day 7 days a week; after hour emergencies please call 263-5910.

We offer weekend appointments once each month. Please call your respective clinic for an appointment.

Pet Import

Importing Dogs and Cats

Japan discourages the importation of dogs and cats under the age of 12 months. These pets rarely meet the vaccination and FAVN testing requirements. Pets under the age of 12 months can be imported but must start with a 180 day quarantine period.

All dogs and cats must FIRST obtain a microchip prior to receiving any vaccinations and FAVN testing. The microchip number must be included on the rabies and health certificates and on the Fluorescent Antibody Viral Neutralization (FAVN) Results form.

All dogs and cats arriving from a non-rabies free country or area must be vaccinated with an inactivated rabies vaccine at least 30 days and not more than 12 months prior to arriving and must show a history of 2 rabies vaccinations.

All dogs and cats must have a Fluorescent Antibody Viral Neutralization (FAVN) Test performed. This test measures the protective antibody level against rabies.

All dogs and cats must have a health and rabies certificate issued by a Military Veterinarian. A USDA Federal Veterinarian (http://www.aphis.usda.gov/vs/area_offices.htm) must certify with a raised seal all certificates issued by civilian veterinarians.

All dogs and cats must give prior notification to the Japan Animal Quarantine Service as soon as commercial transportation is scheduled.

For detailed information, please go to Camp Zama's internet website to print the following information document: **Japan Pet Requirements Memo.**

Importing other Animals

All other animals have many different requirements. The best requirement information for your pet can be found at the Japan Animal Quarantine Service (<http://www.maff.go.jp/aqs/>) web site.

Requirements for importing birds into the US continually change. U.S. Fish and Wildlife Service require a permit to import, export, or re-export plants and wildlife protected by international treaty and/or domestic statute. It is important to keep all records for ease of re-importing later.

As of 18 February 2003 all prairie dogs have been banned from being imported into Japan.

Please visit the following web pages for more information:

<http://vets.amedd.army.mil/dodvsa/outanimalimport.htm>

<http://www.aphis.usda.gov/vs/ncie/>

<http://www.aphis.usda.gov/regulations/vs/iregs/animals>

REQUIRED DOCUMENTS

*** Please note that documents below can be found on Camp Zama's internet website:

<http://www.usarj.army.mil/> on right side of page click on **U.S. Army Japan District Veterinary Command**

Pet Processing Checklist

 [Pet Processing Checklist](#)

Travel orders [2 copies of permanent change of station (PCS) orders for each pet].

Rabies Vaccination (INACTIVATED) Certificate (DD Form 2208; 2 copies and original).

Health Certificate (MDJ OP Form 2209; Veterinary Health Certificate for Import/Export for Japan; 2 copies and original), the health certificate cannot be older than 10 days. If there is a layover that will cause your health certificate to expire, then a new health certificate must be obtained.

 [MDJ OP Form 2209](#)

Japan Ministry of Agriculture Advance Notification Forms (Advance Notification Approval Form; 2 copies and original) If traveling by commercial airlines, advance notification approval is required for check-in with the airline and upon arrival in Japan. Submit the Advance Notification Form as soon as transportation arrangements as well as microchipping, vaccination, and FAVN testing steps are complete. **Please annotate in the "Remarks" column this statement: "This pet belongs to a US SOFA sponsored family and will be assigned to (list installation)."**

 [Advance Notification Form for Dogs](#)

 [Advance Notification Form for Cats](#)

Import/export Animal Quarantine Stations Contact

<http://www.maff-aqs.go.jp/english/soshiki/telephonest.htm>

All of the above documents must be attached to the outside of the airline kennel (Ziploc bag works best). Label the bag: "Export/Import Pet Documents."

MDJ Form 270 (Pet Quarantine and Examination Certificate; 2 copies) All SOFA status personnel entering Japan with a pet are required to complete a MDJ 270. The MDJ 270 allows your pet to be released to you for transportation to your US Military Quarantine Facility. Please download the form and fill it out before arrival. You are required to submit the form to your US Military Veterinary Treatment Facility within 72 hours of entry into Japan.

 [MDJ Form 270](#)

380 EJ Form (Customs Free Import or Export of Cargo or Customs Declaration of Personal Property): This form is needed when your pet(s) enters Japan through a civilian airport separately as freight and on a different flight than you. You may obtain the form by having your PCS sponsor in Japan take a copy of your orders to the transportation office at your gaining installation. The base transportation officer will sign the appropriate box after verifying your orders.

Health Certificates for Pets from Rabies Free Countries: These health certificates are to be used for pets that will be traveling to Japan from designated Rabies Free Countries including Taiwan, Iceland, Ireland, Sweden, Norway, the United Kingdom (Great Britain and Northern Ireland), Australia, New Zealand, Fiji, Hawaii, and Guam.

 [Rabies Free Health Certificate Form A](#)

 [Rabies Free Health Certificate Form B](#)

Transportation Annex Form for Pets from Rabies Free Countries transiting a third country:

 [Transiting Certificate Annex Form](#)

Export Quarantine Application Form for Pets leaving Japan to return at a later date:

 [Export Quarantine Application for Dogs](#)

REIMBURSEMENT

Services Members

Mandatory pet quarantine fees incurred by U.S. service members in connection with the mandatory quarantine of a household pet are reimbursable not to exceed \$550 per PCS move for pets in, or entering into, quarantine on and after 28 DEC 2001. (Ref. JFTR, par. U5805.)

** Transportation cost, medical care, grooming, and similar fees for services that are part of routine pet care associated with a PCS are not reimbursable. Similarly, boarding costs incurred after the final release date from quarantine are not reimbursable. So for example, if on the day the attending Veterinarian certifies that the pet has completed the quarantine period the service member is not able to take possession of the pet for any reason (i.e., the service member is TDY or pets are not allowed in billeting), the reimbursable amount is set on that date, and all subsequent boarding cost are not reimbursable.

Documents required to submit to finance include:

Boarding receipt for mandatory quarantine dates

MDJ Form 270 with entry date and final release date from quarantine

DOD Civilian Employees

Pet quarantine fees and transportation charges incurred in connection with a PCS are included in the Miscellaneous Expense Allowance (MEA) applicable fixed amount authorized in JTR, par. C9004-A. If MEA expenses are itemized, reimbursement for those expenses, including pet quarantine fees and transportation charges, is allowed up to the applicable maximum amount authorized in JTR, par. C9004-B.

DoDEA SCHOOLS

There are two schools in the Zama school system: Arnn Elementary and Zama Middle School and Zama American High School, which are combined. If you have children in grades K-6, they will attend Arnn Elementary School, located in the Sagamihara Family Housing Area, about three miles from Camp Zama. The school is fully accredited by the North Central Association. The elementary school complex surrounds a court yard which features a beautiful Japanese Garden, making this a unique facility for the education of American youngsters. Special programs are available in reading improvement, English as a second language, art, music, and Japanese culture. The enrollment at Arnn Elementary School is approximately 610 students.

The present enrollment at Zama Junior and Senior High School is approximately 525 students in grades 7 through 12. These students come from Camp Zama, Sagamihara Housing Area, Sagami Depot, Atsugi Naval Air Facility and surrounding off-base locations.

Concern and effort are made to individualize instruction as much as possible. The development of positive self concepts and a feeling of worth are emphasized. Our graduation requirements are typical of those in stateside schools.

CONTACT INFORMATION

ARNN ELEMENTARY SCHOOL

Mailing Address:

John O. Arnn Elementary School
Sagamihara DHA
APO AP 96343-5003

International Phone Numbers:

Main Office: 011-81-42-869-6602
Fax: 011-81-42-869-6015

Email Address:

Principal: PRINCIPAL *ARNNES@pac.odedodea.edu

Website:

<http://www.arnn-es.pac.dodea.edu/>

ZAMA AMERICAN MIDDLE SCHOOL

Mailing Address:

Unit 45005
US Army, Japan
APO AP, 96343-5005

International Phone Numbers:

Main Office: 011-81-46407-4040
Fax: 011-81-3117-63-4095

Email Address:

General: Principal_ZamaMS@pac.dodea.edu

Website: <http://login.zama-ms.pac.dodea.edu> (**username:** last name. first name **password:** last four of student SS#)

ZAMA AMERICAN HIGH SCHOOL

Mailing Address:

Unit 45005
US Army, Japan
APO AP, 96343-5005

International Phone Numbers:

Main Office: 011-81-46407-3181
Fax: 011-81-3117-63-3826

Email Address:

Principal: ZamaPrincipal@pac.dodea.edu
General: Secretary_ZamaHS@pac.dodea.edu
Registrar: ZamaHS_Registrar@pac.dodea.edu

Website:

<http://www.zama-hs.pac.dodea.edu/>

CHILDREN YOUTH & SCHOOL SERVICES (CYS)

YOUTH SPONSORSHIP

Are you heading to the land of the rising sun? Are you here and wondering what there is to do, but are afraid because of the language? The Army Child and Youth Services of Camp Zama Youth Sponsorship Program can make your stay even better. We will provide you with a teen to help make your transition smoother.

General Information

Youth Sponsorship helps relocate youth to become familiar with their new home in Japan. Sponsors are matched to youth according to their gender, age, and interests. The sponsors escort incoming youth around the post, school area, and to the Child and Youth Service Centers. They introduce the new arrival to others within their age/grade level and to the various activities. Youth Sponsorship helps to build life skills and leadership. To check out more information on Army Child and Youth Services, School-Age Services, and Middle School and Teen Centers in Japan visit the MWR website at: <http://www.mwrjapan.jp.pac.army.mil>.

Youth Sponsorship Contact Information

Telephone

DSN: (On post) 263-4500

Off post: 0462-51-1788 Ext. 263-4500

International: 011-81-311-763-4600

FAX

DSN: 263-4600

Postal address

USAG-Japan

Unit 45006

Attn: APAJ-GH-CA-CYBY

Youth Sponsorship

APO, AP 96343-5006

Website:

youthsponsorship@zamayouthcenter.org

CHILD DEVELOPMENT CENTER (CDC)

There are two available for your children age 6 weeks to Kindergarten. The first is located on Camp Zama close to the middle and high schools. The other is located on Sagamihara Housing Area close to the elementary school; offering a full range of care from infant, full-day, part-day, pre-school, and hourly care. For more information, please call DSN: 263-3241, International: 011-81-46-407-3241.

CAMP ZAMA CDC

Full-day care-Full Day Programs for children 6 weeks to 5 years of age are available from 0530 to 1800 Monday to Friday for military and DoD families. We are closed on all federal holidays. Breakfast, lunch, and snacks are served to all children 12 months and older.

Part Day Preschool-Part Day Programs for children 3 years to 5 years of age are available from 0830 to 1200 3 days or 5 days a week for military and DoD families. We are closed on all federal holidays, spring break, and Christmas break. A nutritious snack is served during this program.

Hourly Care-Hourly Care Program for children 6 weeks to 12 years of age is available from 0800 to 1700, Monday to Friday for military and DoD families. Reservations are taken one month in advance on first come, first serve basis for a maximum of 20 hours per child each week.

SAGAMIHARA CDC

Full-day care- Full Day Programs for children 6 weeks to 5 years of age are available from 0530 to 1800 Monday to Friday for military and DoD families. We are closed on all federal holidays. Breakfast, lunch, and snacks are served to all children 12 months and older.

Before and After Care- This program is provided for children enrolled in Kindergarten and Pre-Kindergarten at the elementary school.

Part Day Preschool- Part Day Programs for children 3 years to 5 years of age are available from 0830 to 1130 3 days or 5 days a week for military and DoD families. We are closed on all federal holidays, spring break, and Christmas break. A nutritious snack is served during this program.

Hourly Care- Hourly Care Program for children 6 weeks to 12 years of age is available from 0800 to 1700, Monday to Friday for military and DoD families. Reservations are taken one month in advance on first come, first serve basis for a maximum of 20 hours per child each week.

Accreditation

We are accredited by the National Association of Education of Young Children (NAEYC). Our center and staff are visited every three years by a team of evaluators to ensure that we follow specific Child Development criteria. Our staff works very hard on a daily basis to ensure that the NAEYC standards are met. We must ensure that our programs offer age-appropriate learning environments for children between the ages of 6 weeks and 5 years of age. We provide an appropriate learning environment that supports the five domains of development - social, emotional, cognitive, physical, and intellectual.

SCHOOL AGE SERVICES (SAS)

There is one center located adjacent to John O. Arnn Elementary School on Sagamihara Housing Area. It provides many different programs, activities and club experiences for children in grades one to six. During school breaks, this program becomes a camp program (i.e., winter, spring and summer). (For more information go to: <http://campzamasas.org/>)

During the summer 2007, this program is providing a full day summer camp experience for children in grades one to six, packed full of trips and activities each week. In addition, for children in fifth and sixth grades (ages 11 and 12), special arrangements have been completed for them to participate in field trips.

Beginning with the school year, there's an open recreation program every day after school (limited space) and every Saturday afternoon. If you're interested contact the CYS Central Enrollment Registry Office for more information at 263-4125/4743.

ZAMA YOUTH CENTER

The Camp Zama Youth Services program delivers a diversified, year-round, recreational program for eligible military and DOD civilian family members. The New Zama Youth Center opened its doors in April of 2002 (located across from the gas station and in front of the Arts and Crafts Center in Bldg 314). We boast a full size gym, karaoke room, state-of-the-art Tech Lab and a great lounge area. Our facility operates as the "hub" for installation youth.

The Zama Youth Sports Program's main office is located here at the Youth Center. They provide instruction in the development of individual and team skills, while offering an opportunity for participation in a recreationally beneficial and controlled competitive environment. All sports programs are offered for youth from ages 5 to 19.

Here at the Zama Teen Center we pride ourselves on having a wide and diverse array of recreational, as well as educational, opportunities. We have several programs designed to get American and local Japanese teens together and simply have fun, therein promoting cultural awareness.

We have many high adventure trips (white water rafting, Mt. Fuji climb etc.) as well as trips to local amusement parks. We also offer an annual spring break trip. In past years, the youth have toured Okinawa, Italy, and Guam.

Call us at 263-4500 front office

YOUTH SPORTS & FITNESS

Camp Zama Youth Sports & Fitness Motto and Philosophy

Fun through Participation, Dedication and Appreciation

Participation in the Youth Sports and Fitness (YS& F) Program is encouraged to all eligible children in the Camp Zama Community. Children living in this overseas military community are encouraged to participate in programs to ensure that they have the same experiences as their peers in the United States. We strive to provide comparable programs offered by Continental Army bases. Athletics, competition, and sports, both team and individual, are a part of the American way of life. A successful Youth Sports Program is not only based on youth participation, but also adult volunteers. We must encourage the adult members of our community to participate and contribute to our programs. We must provide the training and the necessary tools to make the program enjoyable and an overall success.

Have Fun. These activities must be fun and provide a recreational outlet for the youth of our community. Our youth should choose to participate for a variety of reasons; with the underlying determinant that they will believe it is going to be fun. We must strive to keep our youth thinking this way while they develop a positive attitude towards competition, fair play, and physical activity.

Learn and Grow. The Youth Sports and Fitness Program must deliver activities that aid our youth to grow emotionally, socially, and psychologically. Our sports program should help the members of our community gain an understanding of the importance of total fitness. Our programs must include team sports, individual sports, fitness, family activities and lifetime leisure activities for developing a well-rounded person.

Contact Information:

For more information on events, volunteer coaching, or any Youth Sports and Fitness contact the Youth Sports & Fitness office at:
DSN: 263-4066/5437/5991, International: 011-81-46-407-4066/5437/5991.

Email Addresses:

Richard.Weigle@us.army.mil
Robert.a.Santana@us.army.mil

SCHOOL LIAISON SERVICES

School Liaison Services (SLS) welcomes you to Camp Zama, Japan. The School Liaison Officer (SLO) serves as the primary advisor to Commander/command staff on matters relating to schools and SLS; develops solutions in partnership with local schools that ease barriers to successful education transitions for Army youth; and collaborates with local schools, installation organizations and community organizations to facilitate the education experience of military children and youth.

School Liaison Officer..... DSN: 263-3241

FAMILY CHILD CARE

Family Child Care (FCC) program is a professionally managed network of individuals providing childcare in their government quarters. FCC was established to support the specific childcare needs of military families. All FCC providers receive in excess of 60 hours of initial instruction (on such topics as CPR, food sanitation and early child development) prior to being provisionally certified. In addition, providers receive on-going training, and FCC certified homes are monitored regularly by Preventive Medicine, the Fire Department, Safety Office and FCC staff.

All providers and their families submit to extensive background clearances with favorable results required prior to certification and annually thereafter. The potential provider and their family members are screened through an interview in their home. After required training and home inspections, the Post Commander considers the provider's home for certification. The provisional certificate is valid for up to 12 months and additional training is required to achieve full certification.

The program is divided into three regions, Zama/Sagamihara/Sagami Depot. A Director and a Program Assistant staff the program as well as assistance from a CYS Training & Curriculum Specialists. The staff provides oversight and inspections of all certified day care homes on post. Home visits are conducted at least monthly. Observations by the Training and Curriculum Specialists are in addition to the home visits conducted by the FCC Director and program assistant. It is the mutual responsibility of the parents and the FCC provider to uphold the provisions of the contract for care. The FCC providers are independent contractors with varying services and requirements.

FCC providers are professionally trained to provide quality developmental childcare to children 4 weeks to twelve years of age. The benefits of becoming a FCC provider include:

- Free training in a marketable occupation. Credit transfers to Army installations world-wide.
- Free use of the FCC toy lending library.
- Free referrals by Resource and Referral Office to families needing childcare.
- Free workshops on such subjects as child growth and development, story telling, discipline techniques.
- A support system including the FCC staff, other providers and a wide range of professionals such as fire, medical and social services personnel.
- Reimbursements for foods served in accordance with USDA guidelines.

If you are providing childcare on a regular basis in government housing **YOU MUST BE CERTIFIED**. If not, you are in violation of AR 608-10 and can be removed from family quarters. We are always interested in adding FCC providers to our team. We especially need providers for extended hours care. The Family Child Care (FCC) offices are located in building 533. Contact the FCC office at 263-4743 (International: 011-81-46-407-4743) for further information.

DRIVER'S LICENSE/PERMIT

The only authorized operator's permit utilized in Japan is the USFJ Form 4EJ issued by the local law enforcement organization at place of assignment. This criterion includes all dependents regardless of whether they are employed or not. In order to obtain USFJ Form 4EJ, the individual must attend a 4-hour driver's training course given every Tuesday, from 0800 to 1200 hours at the Safety Office's classroom, A-wing 2nd floor Bldg 102. Attendance at this course, successful completion of a 45-question test, and a valid stateside USFK, USAEUR, or international license is required to obtain the USFJ Form 4EJ. The test is comprised of 15 true or false, 15 multiple choice, and 15 international road signs. Study material includes the Rules of the Road (Japanese Pamphlet), USARJ Pamphlet 190-10 (Driving in Japan).

NOTE: If your stateside drivers' license expires before your overseas assignment terminates ensure you renew your license prior to your departure to Japan.

MOTORCYCLE

Fill out USAG-J Form 1742 and 798-R-E.

2. Then obtain a commander's approval on those forms and USAG-J Form 1365-R-E.
3. Contact the Safety Office (263-3074) and make an appointment for the class.

RENEWING/EXPIRED LICENSE

Renewing a license

Come to the Vehicle Registration office with your ID and license before expiration date.

Expired license

You need to attend "Driving in Japan" class and take a written test.

VEHICLE INFORMATION

Purchasing a vehicle from SOFA member

1. Proceed to the insurance company to purchase liability insurance
2. **Both Seller and Buyer** are to report to the Vehicle Registration Section, PMO
3. Proceed to the Land & Transportation Office
4. Return to the Vehicle Registration Section within five working days with all documents.

Purchasing a vehicle from Japanese source

If the vehicle is de-registered (has no plates) bring:

Title and Bill of Sale (Joto-sho) from car dealer

JCI and Liability Insurance

ID and valid USFJ driver's license to the Vehicle Registration Section, PMO.

1. Proceed to the Zama City Office for temporary license plates.
2. Proceed to any AAFES Garage to obtain mechanical inspection.
3. Proceed to the Land & Transportation Office.
4. Return to the Vehicle Registration Section within five working days with all documents.

If the vehicle's registration is still valid (It has JP plates) bring:

Title and Bill of Sale (Joto-sho), Power of Attorney (Inin-jo) and Seal Certificate (Inkan-shoumei) from car dealer / individual JCI and Liability Insurance ID and valid USFJ driver's license to the Vehicle Registration Section, PMO.

1. Proceed to the Land & Transportation Office.
2. Return to the Vehicle Registration Section within five working days with all documents.

IMPORTING

Importing a vehicle from the States: Proceed to the Vehicle Registration Section with Stateside certificate

TRANSFER & SELLING

Transfer or selling a vehicle to SOFA member, both Seller and Buyer are to report to the Vehicle Registration Section. (Buyer needs to buy liability insurance beforehand) Selling POV to a resident of Japan, except a Duty free imported vehicle (E-plated vehicle)

1. Report the Vehicle Registration Section with:
2. USAG-J Form or receipt from purchaser
3. License plates and stickers.
4. Proceed to the Land & Transportation Office.
5. Return to the Vehicle Registration Section within five working days with all documents.
6. Proceed to the insurance company to collect unused portion of any insurance.

INSPECTION

Re-inspection Procedures (including Motorcycles)

1. Proceed to any AAFES Garage to obtain mechanical inspection.
2. Proceed to the Military Police Station to obtain appearance inspection.
3. Proceed to the insurance company and obtain new JCI.
4. Proceed to the Land & Transportation Office with your vehicle.
5. Return to the Vehicle Registration Office with all documents.

Note: The re-inspection can be accomplished as early as thirty (30) days prior to the expiration date of Japanese Inspection Decal (JID).

PMO LOCATION & OFFICE HOURS

Vehicle Registration Office
BLDG #227 North Camp Zama
263-4337/3732

MON, WED-FRI
800-1000 1300-1600
TUES
800-1000 1300-1600

Pass Office
BLDG #160 South Camp Zama
263-4697/2779/2776

MON, WED-FRI
800-1000 1300-1500
SAT
0800-1130

POSTAL SERVICES

You are authorized a Post Office Box at the military postal facility. Your sponsor can reserve a box, and give you the address as soon as he/she receives a copy of your PCS orders. This will enable you to do your change-of-address cards. As with any move, it takes a few weeks for any change to take effect with your correspondents and magazines so the sooner you send in your new address the less delay you will experience. Don't forget to put in a forwarding order with your Continental United States (CONUS) Post Office. The MPS moves mail to and from designated CONUS locations so you do not pay overseas mailing charges -- a first class stamp gets letters to and from an overseas APO just as if you were still within the CONUS. You will still receive any magazines, catalogs, and packages without having to pay international rates which is a big cost (and time) savings. Customs forms are required to send packages to and from APOs.

SAMPLE ADDRESS:

Unit _____

PO Box _____

APO, AP 96338

POSTAL SERVICES FREQUENTLY ASKED QUESTIONS

Where can I mail my package or letter?

Zama Main Post Office, Depot Post Office, Tokyo Stars and Stripes Post Office, Tokyo New Sanno Post Office, and Tokyo Embassy Post Office accept all regulation sized mailable matter. Letters with appropriate postage can be placed at any of our 10 drop boxes located at various locations. Yes, your Post Office has 5 separate Offices, 3 of which are in Tokyo and 10 drop boxes to serve you.

When is the Post Office open?

Zama Main Post Office

Mon, Tue, Thur, Fri 0900-1700

Wed 0900-1500

Sat 1000-1300

For your convenience, your Post Office window hours equal more than 40 hours a week. Outside of window hours, 25th Postal Company employees are also on the work floor, or on the road everyday before sunrise and after sunset to ensure you mail is moving as fast as possible. Your Post Office is also open all day on training holidays for your convenience.

How long does the mail take to get to the US?

Depends on the type of service you used.

Express Mail takes 3-days

Priority Mail takes 7-19 days.

Parcel Post Mail takes 2-6 weeks.

Can you guarantee the mail will get there in 7-10 days, or 2 weeks?

Unfortunately, Priority Mail and Parcel Post Mail are not guaranteed. Only Express Mail is guaranteed.

EDUCATION CENTER

1. **The Army Continuing Education System (ACES)** Army Education Center at Camp Zama provides a variety of educational opportunities to enhance the quality of life for personnel in the Camp Zama community. Courses are available that will provide for personal growth, career development and other educational needs. Testing programs enhance the ability of military and civilian students to achieve degrees faster, and the Army Personnel Testing Program offers the full range of tests required for Soldiers.

All academic institutions that offer education programs at Camp Zama are fully accredited. The type and numbers of programs offered are contingent upon Needs Assessments conducted by the Education Center and central Asia-wide contracts administered by the Air Force in Hawaii. There are three academic institutions offering degree programs at Camp Zama. They are:

Central Texas College (CTC). CTC has Certificate Programs, and Associate Degrees in General Studies, Criminal Justice and Early Childhood Development.

University of Maryland University College (UMUC) UMUC has Certificate Programs, Associate Degree Programs and Baccalaureate Degree Programs. Majors are available in a wide range of subject areas. Distance learning courses from three UMUC campus locations are also available. Classes are offered on base during the evening and on Saturdays 5 terms each calendar year. All colleges and universities at Camp Zama are members of the Service members Opportunity Colleges (SOC) Program.

The University of Phoenix offers Graduate Degree Programs at Camp Zama. A Masters of Management and Masters of Management-Human Resource Management are available. There are also online graduate degrees available at the Asia contract prices in the Masters of Management International, and Masters of Arts in Education (Elementary and Secondary). The courses are usually 3 to 8 weeks long with 6 weeks being the normal length for Management courses. New cohort groups begin 4 times a year or students can attend online any time.

In addition to college classes, the Education Center offers Functional Academic Skills Training (FAST) for Soldiers who need to improve their basic academic skills or for those who wish to retest and improve their Army GT score. All personnel who come to Camp Zama will have an opportunity to attend a specially designed Japanese Headstart course which is a one week, 40 hour program to teach geography, culture, and language.

Education counselors are available to assist individuals in the development of an education program that will meet their educational, professional and personal needs. Counseling includes degree planning, tuition assistance information, career counseling, veterans' educational benefits, course selection, pre-separation counseling, and testing programs.

Military personnel who are unable to attend evening college classes may select from a large number of Distance Learning institutions.

The college level testing programs are sponsored through the Defense Activity for Non-Traditional Education Support (DANTES) at no cost to active duty personnel. However, civilian

employees and Family Members must pay a fee for each test. There are many other testing programs available such as Excelsior College Examinations, career interest surveys, certification tests, and proctored tests for other colleges and universities.

There are books available in the Army Learning Center for preparation of CLEP and DSST tests. Study materials for Japanese and other foreign languages are also available.

For Education Center Information contact: DSN: 263-3015 or International: 011-81-46-407-3015.

RELIGIOUS SERVICES AND ACTIVITIES

ZAMA CATHOLIC

Sunday Mass	9:15 a.m.
Daily Mass	12:00-12:15 Monday – Friday
Choir Rehearsal	19:00 Thursday
Reconciliation	8:15-0900 on Sunday or by appointment

Baptism- By appointment. Parents must meet with the pastor before setting date. Call the Catholic Parish Office at DSN: 263-5950 for an appointment.

Sacrament of Matrimony- Weddings are by appointment. Call the Catholic Parish Office at DSN: 263-5950 at least 6 months ahead.

Parish Pastor- Fr. George –DSN: 263-5950 International: 011-81-46-407-5950

Parish Coordinator- Mr. Utsumi-DSN: 263-8322 International: 011-81-46-407-8322

ZAMA PROTESTANT

Sunday School	9:30
Sunday Worship	11:00
Children's Church	11:00 Sunday
Lunch Bible Study	11:45 Tuesday
Bible Study-PWOC	1800 Wednesday
Praise Team Practice	1830 Wednesday
Bible Study-PWOC	9:30 Thursday
Men's Bible Study	1130 Thursday

Chaplains- Kevin Sears- DSN: 263-4534 International: 011-81-46-407-4534
Chris Wallace DSN: 263-3886 International: 011-81-46-407-3886

SHA INSPIRATIONAL (GOSPEL) SERVICE

Sunday School	9:00
Sunday Worship	1030
Women's Bible Study	1830 Monday (1 st and 3 rd)
Bible Study	1830 Wednesday (Adults and Youth)
Choir Rehearsal	1900 Thursday
Youth Choir Rehearsal	1700 Thursday (Thu <u>after</u> 1 st & 3 rd Sun)
Marriage Enrichment	1900 Friday (3 rd) (child care available)
Single's Ministry	1400 Saturday (2 nd)

Baptism- By appointment. Candidates must meet with the Pastor before setting a date.

Church Calendar Website: <http://my.calendars.net/shaismastercalen/>

Pastor- Payton L. Sims DSN: 263-7108 International 011-81-46-407-7108

Email: payton.sims@us.army.mil

CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS (LDS)

Sunday Sacrament Service	1300-1400
Sunday School	1420-1500
Relief Society/Priesthood	1510-1600 Sunday
Youth Men/Young Women Activity Night (Youth Group)	1900-2130 Tuesday

POC: Richard Smith (H) 264-6545
Jeremy Robertson (H) 268-4826
Reid Maekawa 263-7869

PENTECOSTAL SERVICE

Sunday Worship	0800
Choir Rehearsal	1830 Monday
Bible Study	1830 Tuesday
Intercessory Prayer	1830 Friday

Pastors- Dwight and Melissa Williams

BUDDHIST

Discussion Meeting	1900 Monday
Discussion Meeting	1900 Friday

POC: Forris L. Fulford, Jr HM: 046-257-0613
Daisy Fulford HM: 046-257-0613

JEWISH

Please contact Sharon Goodman at 267-6190 or sharonrok@yahoo.com for Jewish activities at Camp Zama and information about Jewish events in the Kanto Plain.

SEVENTH DAY ADVENTIST

<u>1ST & 3RD Sabbath (Saturday)</u>	Traditional Chapel, Yokota AB
1000 Sabbath School	
1100 Divine Worship	

POC: Tom Johnson DSN: 263-3275(W) or 080-6704-1277
MSgt Bergel Nimez DSN: 225-8792

KOREAN BIBLE STUDY

1030-1230 Every Wednesday

Led by Pastor Tae Kyo Im

POC: Chaplain (MAJ) David Causey DSN: 263-3750

LOCATION OF CHAPEL FACILITIES

ZAMA CHAPEL

Near the Main Gate

Bldg 500

Office: 263-4898/3955

Fax: 263-3343

SAGAMIHARA CHAPEL

Located at Sagamihara Housing area next to the Main Commissary

Bldg S-116

Office: 267-6813/6803

RELIGIOUS EDUCATION CENTER

Located next to the Education Center

Bldg 278

Office: 263-5243

Fax: 263-4070



ARMY COMMUNITY SERVICES (ACS)

Army Community Service

ACS extends a most cordial welcome to you. The ACS staff and volunteers are available to help make your transition to Japan as delightful and problem free as possible. Upon your arrival at Camp Zama, ACS is available to serve you with the following orientation services:

- Loan Closet (includes dishes, glasses, pots and pans, irons and ironing boards, Vacuum cleaners, coffee pots, microwaves, televisions, toasters, strollers, infant car seats, etc) for 30 day loan.
- Newcomer's Orientation (includes briefings on all available services at Camp Zama and a free "Taste of Japan" lunch).
- How to Ride the Train Class (includes trips to Tokyo/New Sanno Hotel, Kamakura, Enoshima Island, etc).
- Shopping on the Economy Class (includes a trip to the 5 story 100 Yen store).
- Welcome Packets forwarded to incoming personnel with read ahead materials about Camp Zama and the PCS process in Japan.

In addition to orientation services, we also sponsor: Breast Feeding Support Group, Japanese Language and Culture Classes for adults and children, Sponsorship classes, Money Management seminars, Budget Counseling, Army Emergency Relief assistance, Parenting Classes, Exceptional Family Member Program Support Group, Play Morning, Stress and Anger Management workshops, Single Parents Group, Family Member Employment Program, Knitting and Crocheting Classes and the English Teachers Network.

ACS invites you to join our vital organization of volunteers. Our community needs the special talents you have to offer. We are located in Building 402 (near the Main Exchange and the Community Club). Plan to visit us soon.

RELOCATION READINESS

Whether you are relocating to Japan or any other military installation worldwide, ACS Relocation Readiness Program has a variety of services to assist you with your next move. We offer assistance to Army families as they transition from installation to installation, pre-departure counseling, re-entry workshops, sponsorship training, cross-cultural assistance for bi-cultural families, relocation adjustment workshops, and pre- and post move assistance.

If you need additional information, contact us at DSN 315-263-8089.

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

The EFMP is a DA mandatory program working in concert with other military and civilian agencies to service families with special needs per AR 608-75. The EFMP is designed to provide a comprehensive, coordinated, multidisciplinary approach for medical, educational, community support, housing, and personnel-type services to families with Exceptional Family Members (EFM's).

The ACS EFMP Coordinator is available to serve as the coordinating agency to address EFM special issues and to advise families of services available on the installation. The EFMP Coordinator offers administrative assistance to soldiers with EFM's in several areas: help with enrollments and updates; family travel requests; exceptions to policy; family readiness planning, and transition assistance to new medical and educational providers is given upon request. The EFMP Coordinator assists families in developing solutions to individual and community EFM issues and problems (e.g. inaccessible facilities and programs). The EFMP Coordinator also maintains a resource library containing diagnosis-related information, a community resource directory, research and advocacy organizations at the national, state, and local levels. For more information call DSN: 315-263-4572/8327, International: 011 81 46 407 4572/8327.

Criteria for EFMP enrollment: All soldiers in/out processing with EFMs at Camp Zama are required to in/out process with the EFMP Coordinator, located in ACS BLDG 402, for coordination of services, schools and housing. Service members should HAND CARRY medical records, school records, and EFMP information. Soldiers coming to Camp Zama should have their needs coordinated PRIOR to coming to this area. See your EFMP Coordinator at your installation. All families should ensure that they have a minimum of 30 days required medication upon arrival. INCOMING soldiers are required to notify military personnel that they have an EFM upon in-processing. All soldiers going to overseas assignments are required to have an Overseas Screening done PRIOR to concurrent travel approval for all family members. No family travel will be approved until this is completed. The medical services on Camp Zama are very limited. Medical care (specialty) is completed through the nearby Naval or Air Force Hospital.

Indications of severity requiring enrollment: Potentially life threatening conditions, to include Asthma, Sickle Cell disease and Insulin Dependent Diabetes Attention Deficit Hyperactivity Disorder - requiring medication and treatment by a Pediatrician, mental health care provider or counselor and family members who require intensive follow-up support: high risk newborns, patients with cancer, leukemia, etc.

To enroll in EFMP: Help us to become proactive rather than reactive and everyone involved benefits. Knowingly withholding information or refusal to enroll in the Exceptional Family Member program is punishable under UCMJ. Contact the EFMP point of contact at the nearest medical treatment facility (MTF), to get the forms and begin the assessment process. Once completed, MTF staff will forward the forms to the regional medical center for coding, and on to Army personnel agencies that enrolls the soldier.

Camp Zama Points of Contact: Army Community Service: DSN 315-263-4572/8327
MEDDAC-Japan: DSN 315-263-4121

FAMILY ADVOCACY PROGRAM

The Family Advocacy Program (FAP) is the Army's program designed with the mission of education to prevent spouse and child abuse, to encourage the reporting of all instances of abuse, and to treat all family members affected by or involved in abuse so that those families can be restored to a healthy state. FAP is a command-directed program under the authority of AR 608-18.

The Family Advocacy Program works with individuals and families to strengthen family relationships using education and prevention tactics. The program is dedicated to enhancing individual coping skills and alleviating the underlying causes of stress associated with family violence. FAP provides prevention education service to restore and maintain a healthy environment, while respecting customer confidentiality. Although FAP coordinates the legal, law enforcement, social services and medical aspects of family violence on each installation, program responsibilities are primarily divided at the installation between Army Community Service (ACS) and Medical Treatment Facility (MTF) staff.

FINANCIAL/EMPLOYMENT READINESS

Financial Readiness offers a wide range of services to individual soldiers and to units. For the individual, we can assist in preparing detailed budgets for the future. For those who are experiencing or anticipate financial difficulties, we offer counseling and several publications to help get the situation corrected. Our program manager also operates Army Emergency Relief on Camp Zama.

If you're thinking about making a major financial decision or purchase, we may be able to offer some guidance. Our office also assists units in providing training. We can teach classes in such subjects as checking account management, credit use and reporting, car buying, and financial readiness.

Beginning January 2008, scheduled classes are offered at ACS on the 1st, 2nd and 4th Wednesdays of each month and we can provide financial classes to units upon request. Contact DSN 315-263-5550 for more information.

EMPLOYMENT READINESS

The Employment Readiness Program is specifically designed to enhance career, educational, and volunteer opportunities for the military family as well as other eligible military ID card holders. Workshops are held to assist in resume writing, job searching, and interviewing techniques. The program manager is available for individual career and job search counseling. A jobs board is posted in the ACS building containing recent recruitment actions and notices of local employers.

Local Opportunities: Appropriated Fund (AF) & Non-Appropriated Jobs (NAF)

ARMY FAMILY TEAM BUILDING

Connecting families to the Army - one class at a time.

The Army Family Team Building program is designed to provide information, knowledge and skills needed by family members to gain self-reliance and to raise awareness of resources available throughout the community to assist them.

The AFTB personal and professional development curriculum consists of over 40 modules of instruction taught by instructors to family members. The curriculum is divided into three levels of instruction:

Level I is the heart of the AFTB program and it's highly recommended that all family members and Soldiers new to the Army enroll in the class. It helps them have a better understanding of the military structure, operations and resources available.

Level II is designed for emerging leaders and provides them with the tools and skills to take on leadership roles within their military community.

Level III is designed to provide more senior spouses with the skills to advise and mentor volunteers and serve in senior level leadership.

An Instructor Training is also offered for those who wish to instruct all three AFTB Levels.

Enrollment in the program is voluntary and based on experience as an Army family member, not the rank of the sponsor. Family members can enter the training program at any point when and where they desire. The premise of the AFTB program is volunteer family members helping other family members. It is a curriculum developed for family members taught by family members.

The AFTB program has been implemented at all U.S. Army installations throughout the world, as well as the U.S. Army Reserve, Army National Guard and U.S. Army Recruiting Commands. Family preparedness and self-reliance is important to readiness because it provides peace of mind to deployed Soldiers who, having confidence their families are self-sufficient, are better able to focus on their tactical missions.

AFTB website: www.myarmylifetoo.com

Contact information: ACS

DSN: (315) 263-4785

Fax: 263-5407

VOLUNTEERING

Throughout history, volunteers have played an integral role in the life of soldiers and their families. In the early years of our country, volunteers mended uniforms, cared for the sick and wounded, and comforted families of fallen soldiers. Today our volunteers are found throughout the military community. Soldiers, civilians, retirees, spouses and youth provide aid to schools and hospitals, donate their time on sports fields, and volunteer in many other organizations and offices. Through their dedicated service, volunteers transform military installations into communities. The program is now recognized as the Army Volunteer Corps.

There are many volunteer opportunities at Camp Zama, Japan. Being a volunteer means that you get to choose the area to volunteer whether it's at the Libraries, Child and Youth Services, Golf Course or ACS. The opportunities are endless.

To become a volunteer, you must first visit the ACS Army Volunteer Corps Coordinator (AVCC), 263-8087 to discuss your options and also to complete the required volunteer packet. Next you will receive an in-depth orientation covering child care, rights and responsibilities, experience progression, awards and much more. This orientation provides you the tools to be an effective volunteer and will also ensure that you have a pleasant experience as you provide volunteer service to the community.

All volunteers are recognized at the annual Volunteer Recognition Ceremony in April. This is a large event to show our appreciation for all that volunteers do throughout the year. For more information on this event, contact the AVCC at 263-8087.

Japanese Customs and Phrases

While the Japanese ways may seem foreign to you, remember that in reality, we Americans are foreigners in this country. As Americans in Japan, we are not expected to act exactly as the Japanese, but we are expected to respect their customs and practices. It is neither necessary nor appropriate to emulate each custom and mannerism of our hosts. For example, an overemphasis on bowing by an American could be construed as a mockery, which would be far worse than no bow at all. A general rule to follow is to practice good manners and etiquette as we would in an American setting and to couple these with a touch of modesty.

Following are customs which Americans are expected to observe among the Japanese:

Saluting and Bowing: In Japan, saluting and bowing are common and highly respected practices within both military and civilian sectors. Japanese military personnel render the hand salute on all occasions when greeting another military service member or counterpart, regardless of rank. It is appropriate for U.S. military members to greet their Japanese military counterparts of all ranks with a proper military hand salute. As in the U.S. Army, saluting is usually restricted to outdoors.

Bowing within the military ranks is commonly practiced in addition to the hand salute as a means of extending courtesy and respect. As Americans, we are not expected to bow as deeply from the waist as would a Japanese, but bowing is highly recommended as a gesture of goodwill and respect. Bowing is appropriate both indoors and outdoors.

Reciprocating Social Invitations: In Japan, the feeling of obligation to return the favor of one social occasion with another is very strong. It should be understood to refuse reciprocation from the Japanese without a good reason could be misunderstood and construed by them as offensive. A social event to reciprocate after an event hosted by a Japanese should be timely and in proportion to the event for which reciprocation is intended.

Gift Giving and Receiving: Giving and receiving gifts is a traditional year-round custom in Japan. There are special seasons when gift giving is practiced more than others, but the Japanese are prone to gift giving and delight in this practice any time an occasion presents itself, from informal visits to one's homes to more formal affairs such as weddings, birthdays and welcome and sayonara parties. Gifts range in price and simplicity according to one's economic status. If a gift is accepted from Japanese, reciprocation in kind is in order. There are circumstances under which regulations prevent USARJ members from receiving gifts from the Japanese. Since gift giving is an established and treasured Japanese tradition, acceptance or non-acceptance of a gift can be a very sensitive issue. To refuse under normal circumstances may be construed by the Japanese as offensive. It is suggested that Army Regulation 672-5-1 and USFJ Policy Letter 125-4 be consulted to provide guidance in accepting or politely refusing a gift.

Formal Receptions: The Japanese system of formal receptions is well organized and highly orchestrated. Timing is the single most important element due mainly to the high cost of renting banquet rooms and supporting staff. All functions involving the host nation of Japan is expected to start and stop with military precision at appointed times. Even social affairs are viewed with seriousness among the Japanese. Appropriate dress, deportment and decorum are expected. The guest of honor at any function participates in the program by giving a short, but meaningful speech and raising a toast.

Spouse/Family Member Participation in Business Events: Involvement of a spouse or family member in a business meeting or business-related social activity is not usually practiced. When spouses are present, the majority of discussion is left to the principals of the occasion.

Seniority: In Japan, age and seniority are highly respected at all levels of the society. Nowhere is this more evident than in the close-knit Japanese family where there is solidarity among members and elders are consistently shown the greatest respect. To befriend Japanese is to be accepted by the entire family, but to offend one family member will result in rejection by all. USARJ members are strongly encouraged to respect the importance of seniority and age in the Japanese culture and to act with the same good manners and considerations their Japanese counterparts display toward senior citizens.

Letter of Congratulations: It is customary and highly recommended that Americans make courtesy calls or send letters of congratulations to their Japanese counterparts on important official, semiofficial or private occasions. The Japan Self-Defense Forces usually announce transfers, promotions and retirements of senior officers twice a year. At that time it is customary to send letters of congratulations. USARJ protocol policy and regulations will provide guidance on format, contents and timeliness of such letters. For a private occasion, a simple but sincere personal note is appropriate. Remember, whether acting officially or unofficially, USARJ personnel are American representatives in Japan. When in doubt about the appropriate action to take, it is best to contact the USARJ Public Affairs Office for advice.

American Women and Japanese Society: American women are highly respected in Japanese society for their intelligence, education, sense of independence and positions of leadership in public life. Japanese women are also highly respected in their society, but for different aspects of the same basic qualities. A misconception held by many Americans is that Japan is a "man's" country and that Japanese women are weak and submissive. Japanese women, though certainly not weak, enjoy appearing meek since this is considered a major part of their refinement and charm in contrast to American women who are taught to be more assertive and open in expressing opinions. Cultural exchanges and understanding between American and Japanese women are strongly encouraged.

Punctuality: The Japanese are punctual. If a Japanese person makes an appointment, no matter how casual or informal it may seem at the time, it is considered a commitment. Accordingly, all USARJ personnel are urged to be punctual in keeping both personal and official appointments with Japanese friends and associates. The impression we make on our Japanese hosts by being punctual can make a difference in the continued respect the Japanese have for Americans.

Role of Consensus: Japanese culture dictates that the individual will try whenever possible to avoid embarrassing another. In communicating with others this has the very practical result that Japanese is more likely, when questioned, to give a subtle and indirect response rather than the usual American direct answer to a specific question. These attitudes and behavior patterns are important aspects of the Japanese culture and need to be remembered in both business and social interactions.

Social Etiquette: In general, Japanese people tend to work hard and to play hard. They are very attentive hosts at gatherings. Japanese social affairs often require the presentation of short speeches or toasts or active participation in entertainment such as singing for the rest of the group. No one expects professional singing ability, just genuine goodwill. Americans are encouraged to mingle freely and to make acquaintance with Japanese friends. Modesty should be the rule in social interactions. Over indulgence or boisterous behavior tends to leave poor impressions with our Japanese hosts. A common topic of conversation when Japanese get together with American friends is the use of chopsticks (Hashi) by foreign guests, amateur use of chopsticks, even with obvious difficulty, is acceptable. Usually the Japanese are impressed at the effort to try and will compliment the foreigner on skillful use of chopsticks.

Three basic rules to remember in using chopsticks are:

1. Never pass food from chopsticks to chopsticks because this is a ceremonial gesture used during cremation services.
2. Never stand chopsticks straight up in rice bowl because this gesture is used when making food offerings to the dead.
3. Never spear food with chopsticks because this is considered impolite.

English Language and the Japanese: English is taught in all levels of Japanese schools beginning with junior high. Japanese teaching methods concentrate more on reading and writing than on conversational English. As a consequence, most Japanese are eager for opportunities to practice conversational skills in English. One caution for Americans is to remember that English is a second language for the Japanese and we should not assume their comprehension and response levels will be the same as Americans who are speaking English. In general, we can enhance their comprehension by speaking slowly and distinctly and avoiding excessive slang, baby talk or pidgin English, which they will not have the background to understand. Americans are encouraged while in Japan to learn something of the Japanese language and to demonstrate interest in people here by trying to communicate with them in their own language.

Tatami Floors and the Wearing of Shoes: Although many modern-day Japanese homes are constructed with western style hardwood floors, many others continue to use traditional tatami mats or woven rice straw flooring. Unlike Americans, Japanese do not wear street shoes in the house. Wearing shoes while entering a Japanese home is considered offensive; one reason for removing shoes is sanitation. Another is wearing on tatami mats. An additional reason is a religious custom that only the deceased wear shoes for wakes and funerals. If a host invites you to do so, it is permissible to enter a home wearing shoes. In the absence of a statement from the host, you should always remove shoes at the door. In most cases, the host will offer slippers to wear in place of shoes.

PHRASES

Ohayou gozaimasu	Good Morning
Konnichiwa	Good afternoon
Konbanwa	Good Evening
Oyasuminasai	Good night
Sayonara	Good Bye
Douzo	Please
Dewa mata	See you later
Mata ashita	See you tomorrow
Hajimemashite	How do you do?
Douzo yoroshiku	Pleased to meet you
Kochirakoso	The pleasure is mine
Genki desu ka	How are you?
Okagesamade arigatou gozaimasu	I am fine, thank you
Doumo arigatou gozaimasu	Thank you very much
Doutashimashite	You are welcome
Wakarimasen	I don't understand

In daily Japanese, the phrase “O-ne-ga-i-shi-masu” is used as a polite expression to enable you to accomplish your request in many situations. Examples of these situations are “I want/I need/May I have/Would you/Will you do me a favor?” etc. Onegaishimasu literally means “Please do...”

English: Excuse me, may I have NOUN please?

Japanese: Sumimasen, NOUN o onegaishimasu

English: Please take me to the LOCATION.

Japanese: LOCATION tsurete itte kudasai.

English: Excuse me, where is NOUN?

Japanese: Sumimasen, NOUN wa dokodesuka?

English: Excuse me, how much is it?

Japanese: Sumimasen, ikuradesuka?

English: I'm lost.

Japanese: Michi ni mayoimashita

English: Excuse me, please help me.

Japanese: Sumimasen tasukete kudasai

English: I need an interpreter

Japanese: Tsuuyaku o

English: Do you speak English?

Japanese: Eego o hanasemasuka?

FACILITIES AT CAMP ZAMA

AAFES Exchange - The AAFES exchange is within walking distance from the lodging facilities.

Auto Shop

Barber/Beauty Shop

Bowling Lanes - Camp Zama just completed a renovation on its lanes.

Commissary - A small commissary is located within walking distance from lodging. The larger commissary is in the Sagamihara housing area.

Community Club

Food Court - The Food Court has Burger King, Anthony's Pizza, Popeye's Chicken, and Subway.

Golf - Bring your golf clubs! Camp Zama Golf Club is open all year round. The par 72 golf course is opened 7 days a week. It has a Pro Shop with an assortment of golf items and souvenirs from Japan. Breakfast, lunch and early dinner are served at the club house restaurant. T-time is required, so make your T-time when coming. A driving range is also available.

Laundry Dry Cleaning

Library

Outdoor Recreation

Post Gym - A brand new gym opened in April 2001. Lots of new gym equipment, a basketball court, an indoor swimming pool, and a sauna is available. Admission is military ID card or a sponsor.

Sports Field/Tennis Courts

FACILITIES AT SAGAMIHARA HOUSING AREA

Beauty Shop

Commissary

Food Court- The Food Court named "Special T's" is a combination of Anthony's Pizza, Sagamihara Deli and Baskin Robbins.

Gas Station

Hob Nob Inn -Restaurant and Bar

Laundry Dry Cleaning

Library

24-hour Gym- Keys are held at Fire Station for sign out.

Movie Theatre

Shopette

Swimming Pool

SAGAMI GENERAL DEPOT

Bowling Alley/ Sagami Lounge- Restaurant and Bar

Gym

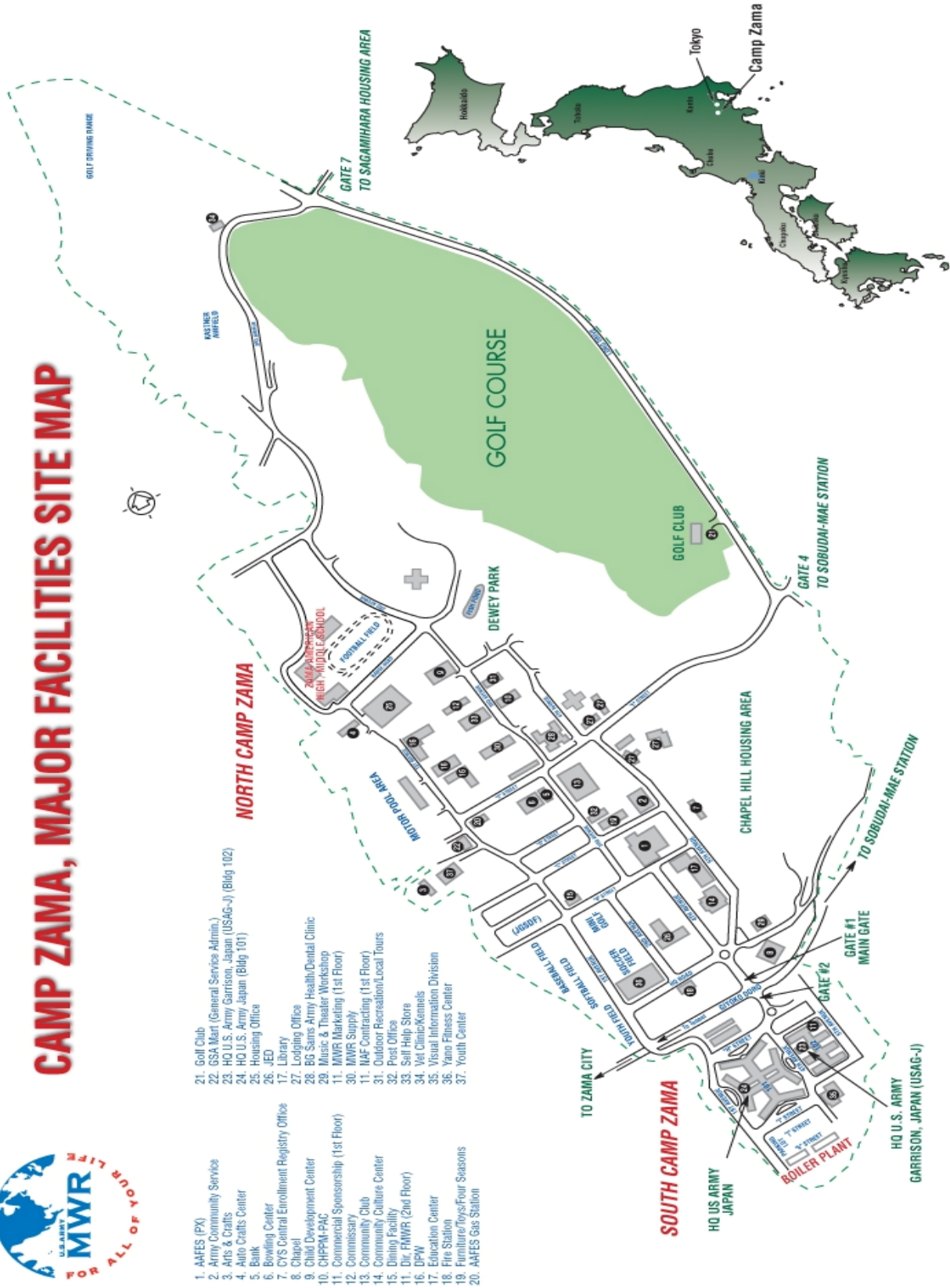
Gas Station/Shopette



CAMP ZAMA, MAJOR FACILITIES SITE MAP

1. AAFES (PX)
2. Army Community Service
3. Arts & Crafts
4. Auto Crafts Center
5. Bank
6. Bowling Center
7. CYS Central Enrollment Registry Office
8. Chapel
9. Child Development Center
10. CHEPM-PAC
11. Commercial Sponsorship (1st Floor)
12. Commissary
13. Community Club
14. Community Culture Center
15. Dining Facility
16. Dir. FMWR (2nd Floor)
17. DPW
18. Education Center
19. Fire Station
20. Furniture/Toys/Four Seasons
21. AAFES Gas Station

21. Golf Club
22. GSA Mart (General Service Admin.)
23. HQ U.S. Army Garrison, Japan (USAG-J) (Bldg 102)
24. HQ U.S. Army Japan (Bldg 101)
25. Housing Office
26. JED
27. Library
28. Lodging Office
29. 86 Sams Army Health/Dental Clinic
30. Music & Theater Workshop
31. MWR Marketing (1st Floor)
32. MWR Supply
33. NAF Contracting (1st Floor)
34. Outdoor Recreation/Local Tours
35. Post Office
36. Self Help Store
37. Vet Clinic/Kennels
38. Visual Information Division
39. Yano Fitness Center
40. Youth Center



HQ U.S. ARMY
GARRISON, JAPAN (USAG-J)

PCS CHECKLISTS

Civilian PCS Checklist

- Your new supervisor will assign you a sponsor. Provide them with how best to contact you.
- The gaining Civilian Personnel Advisory Center (CPAC) needs information to prepare your PCS orders. Do this first. You will need your PCS orders to make transportation arrangements.
- Provide your sponsor with a copy of your PCS orders. Your sponsor will need them to make some of the arrangements for your arrival in the new location.
- Obtain official and tourist passports for you and your family members.
- Give your mailing address to your sponsor so he/she can send you a Welcome Packet from the local ACS.
- Your sponsor can give you information on housing in the new location. Ask what appliances the Government may issue civilians. Decide what's best to bring with you or store until your return.
- If you have privately-owned firearms, ask your Installation Transportation Office and your sponsor for information on bringing them overseas. There are restrictions.
- Call your local Transportation Office to set up an appointment for shipping your household goods and to obtain information on shipping your POV to Japan.
- Obtain information on car insurance for overseas.
- Your sponsor can set up your new post office box and mailing address with a copy of your PCS orders. Do a change of address at your losing Post Office and notify correspondents.
- Provide your sponsor with the information needed to make your reservation for temporary billeting.
- Clarify your state's position on paying state income tax while living overseas and obtain forms.
- Ask for copies of all medical records. Bring at least one month's supply of prescription medicine. If you or a family member requires any special medical needs, inform your gaining CPAC prior to receiving your PCS orders.
- Review information about the Federal health insurance plans for overseas employees. The CPAC can give you more information.
- If you plan to bring your pets, ask your sponsor to help obtain the necessary information on bringing your pet(s). If you have school-age children, ask your sponsor about information on school registration.
- If you will be requiring childcare, ask your sponsor for information on how to contact the Child and Youth Services (CYS) Central Enrollment Registration Office. There could be a waiting list.
- Paycheck allotments will not transfer. Your gaining CPAC will need an SF-1199 for each allotment.
- The CPAC can give you information about a salary advance. Decide if you will want an advance.

Civilian PCS Checklist (cont)

- TSP loans will not automatically transfer. You must provide your loan number and payment amount to the customer service representative (CSR) at your new CPAC.

Documents to Hand-Carry

Passports
Marriage/Birth Certificates
Current PCS Orders
Shipment Papers
Income Tax Records
Homeowner Documents
Social Security Cards
Children's School Records
Medical Records/Shot Records
Credit Card Information
Insurance Policies
Wills/Legal Documents/Divorce Decree
State Driver's License
Vehicle Title/Registration
Bank Statements/Account Info
SF-50s, Personnel Actions
Employment/Resume Info
Leave & Earning Statements

Military PCS Checklist

S1:

Ensures Soldiers enroll Family members into DEERS (ID Cards 263-4449).

Reviews Army Regulations for eligibility criteria for command Sponsorship and if applicable family travel.

Schedules an appointment for the Soldier with Mr. McCree to authenticate the DA Form 5888 and to address any questions or concerns the Soldier may have.

Ensures Soldiers complete DA Form 7246 prior to visiting the EFMP Coordinator.

Reviews packets to ensure the documents listed below are present prior to submission to the MPD

Submits command sponsorship packet to the MPD for processing

If you have questions regarding command sponsorship processing, contact Mr. McCree (jaqui.mccree@zama.army.mil).

Documentation necessary to process Command Sponsorship Requests:

- ___ DA Form 4187 with company commander's signature
- ___ DA Form 4187-1-R with battalion commander's signature
- ___ DA Form 5888 with EFMP Stamp (if applicable EFMP approval memo for Family members identified as **Warranted** from the Camp Zama EFMP Coordinator)
- ___ Copy of Custody Documentation (if applicable)
- ___ Copy of Marriage Certificate
- ___ Copy of Family member Birth Certificate and/or Passport
- ___ Copy of PCS Orders
- ___ Copy of ERB/ORB

Include the following information in Section IV of the DA Form 4187:

1. IAW AR 55-46, Soldier request the following Family member(s) be command sponsored:
Name/Relationship to sponsor
2. Date of marriage:
3. Present location of Family member(s):
4. Soldier requesting family travel orders: ___Yes ___No
5. Requested travel date:
6. Family member EFMP Screening complete: ___Yes ___No
7. Family member enrolled in EFMP: ___Yes ___No
8. Soldier information: BASD: ETS: DDUS: DEROS:
9. Soldier will extend or reenlist to meet service remaining requirements.

DISASTER AWARENESS
(See Next Page)

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, JAPAN
UNIT 45006
APO AREA PACIFIC 96343-5006

REPLY TO
ATTENTION OF:

IMPC-JA-PLP

26 February 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Emergency Preparedness Handbook for Typhoons, Earthquakes, Non-Combatant Evacuation Operations, and Pandemic Disease

1. During your tour in Japan you can expect to experience, in some degree, the effects of two major natural hazards: typhoons and earthquakes.
2. Typhoons can occur at any time with the highest frequency (85%) occurring from July through October. Most typhoons take a few days before reaching us here on the Kanto Plain; thus giving our community time, which if used wisely, can reduce incidents of property damage or personal injury.
3. Earthquakes are unpredictable with literally hundreds happening throughout the year; most go unnoticed except by scientists. Although the vast amounts of earthquakes are minor, we must prepare ourselves to take the appropriate actions in the event of a major earthquake.
4. Installation plans are prepared to minimize personal and property damage should either natural disaster occur. However you and your family members must realize that the basic services such as electricity, running water, and telephone services may be disrupted for significant periods of time. Therefore, it is necessary that you and your family members prepare to survive without these services for at least a week.
5. Non-combatant Evacuation Operations (NEO) is the evacuation of non-deployable Soldiers, non-emergency essential Department of Defense civilians, dependents, and selected third country nationals from the host country. Considering Japan's socio-economic infrastructure and the U.S./Japanese alliance, the likelihood of executing a NEO operation is remote. Nonetheless, we must prepare for this operation should situations dictate otherwise.
6. With the identification and emergence of Avian flu, the potential for a pandemic disease is a growing concern worldwide. Because of Japan's proximity to some of the areas affected by the Avian flu, and the international business hubs of Tokyo and other major cities in Japan, the installations in Japan are preparing necessary actions in the event of a pandemic event.
7. This pamphlet will provide information that will assist you and your family in preparing for emergencies should they occur. Read it! Implement its recommendations as feasible and keep it readily accessible. An electronic version of this handbook is available at: <http://www.usarj.army.mil/scripts/localconditions/index.asp>.
8. The point of contact for this action is Director of Plans, Training, Mobilization, and Security at 263-7160.

ROBERT M. WALTEMEYER
COL, SF
Commanding

GARRISON DIRECTORATES

DIRECTORATE OF HUMAN RESOURCES (DHR)

- **ARMY SUBSTANCE ABUSE PROGRAM (ASAP)**
- **EDUCATION CENTER**
- **POSTAL SERVICES**
- **MILITARY PERSONNEL DIVISION**
- **JAPANESE EMPLOYEE SERVICES OFFICE (JESO)**
- **WORKFORCE DEVELOPMENT**
- **ADMIN SUPPORT**
- **TRANSITION SERVICES**

DIRECTOR: DONNA BEST

Donna.Best@zama.army.mil

DSN: 315-263-8060

International Direct: 011-81-46-407-8060

DIRECTORATE OF PUBLIC WORKS (DPW)

- **OFFICE DIRECTORY**
- **CUSTOMER SERVICE**
- **HOUSING**
- **ENVIRONMENTAL**
- **NEWS AND INFORMATION**
- **DPW CONTACTS**

DIRECTOR: DENNIS POLASKI

Dennis.Polaski@zama.army.mil

DSN: 315-263-3560

International Direct: 011-81-46-407-3560

RESOURCE MANAGEMENT OFFICE (RMO)

- **PROGRAM AND BUDGET DIVISION**
- **MANPOWER AND MANAGEMENT DIVISION**
- **CENTRAL ACCOUNTING OFFICE (CAO)**

DIRECTOR: MICHAEL C. HANEY

Michael.C.Haney@zama.army.mil

DSN: 315-263-3478

International: 011-46-407-3478

DIRECTORATE OF EMERGENCY SERVICES (DES)

- **PROVOST MARSHAL**
- **SECURITY GUARDS**
- **FIRE & EMERGENCY SERVICES DIVISION**

DIRECTOR: LTC RAYMOND SMITH

Raymond.C.Smith@zama.army.mil

DSN: 315-263-8040

International Direct: 011-81-46-407-8040

DIRECTORATE OF LOGISTICS (DOL)

- **PLANS & OPERATIONS DIVISION**
- **LOGISTICS PROGRAM & ANALYSIS OFFICE**
- **ADMINISTRATIVE & MANAGEMENT OFFICE**
- **TRANSPORTATION DIVISION**
- **SUPPLY & SERVICES DIVISION**
- **MAINTENANCE DIVISION**

ACTING DIRECTOR: RICHARD ROBINSON

Richard.Robinson@zama.army.mil

DSN: 315-263-3796

International Direct: 011-81-46-407-3796

DIRECTORATE OF PLANS, TRAINING, MOBILIZATION & SECURITY (DPTMS)

- **POST ACCESS POLICY**
- **NON-COMBATANT EVACUATION OPERATION (NEO) PACKET**
- **TYPHOON READINESS**
- **EARTHQUAKE PREPAREDNESS**
- **LOCAL WEATHER**
- **ROAD CONDITIONS/SCHOOL/FACILITY CLOSURES**

DIRECTOR: LTC DAN DULAY

Danny.A.Dulay@zama.army.mil

DSN: 315-263-7160

International Direct: 011-81-46-407-7160

DIRECTORATE OF MORALE WELFARE AND RECREATION (DMWR)

- **ARMY COMMUNITY SERVICES (ACS)**
- **BUSINESS DIVISION**
- **CHILD & YOUTH SERVICES**
- **RECREATION DIVISION**
- **SUPPORT SERVICES DIVISION**
- **MWR TORII STATION, OKINAWA**

DIRECTOR: JEFF WERTZ

Jeffrey.Wertz@zama.army.mil

DSN: 315-263-7611

Intl Direct: 011-81-46-407-7611

FREQUENTLY CALLED INSTALLATIONS NUMBERS

FOR INTERNATIONAL CALLS TO CAMP ZAMA PLEASE CALL FOLLOWING:

CAMP ZAMA: 011-81-46-407 + LAST 4 DIGITS
SAGAMIHARA: 011-81-42-869 +LAST 4 DIGITS
SAGAMI DEPOT: 011-81-42-869 + LAST 4 DIGITS

DIVISIONS	DSN#
ACCIDENT INVESTIGATION (PMO)	263-5117
ACS (ARMY COMMUNITY SERVICE)	263-4357
ALCOHOL & DRUG ABUSE PREVENTION	263-4401
AMBULANCE	911
AMERICAN RED CROSS	263-3166
ANIMAL QUARANTINE (VET OFFICE)	263-3875
ANTHONY PIZZA	263-3336
ARTS & CRAFTS	263-4412
ASIAN STUDIES	263-5304
AUTO CRAFTS	263-3615
AUTO PARTS STORE	263-5292
BACHELOR HOUSING	263-3890
BANK COMMUNITY	263-4767
BARBER SHOP BLDG (101)	263-4829
BARBER SHOP BLDG (406)	263-8134
BEHAVIORAL HEALTH	263-3565
BILLETING OFFICE (RECEPTION DESK)	263-3830
BOY SCOUTS OF AMERICA FAR EAST COUNCILTROOP 34	263-4073
BURGER KING	263-4564
CAFETERIA BLDG (101)	263-4534
CAR SALES (CHRYSLER)	263-4870
CATERING, COMMUNITY CLUB	263-4204

CENTRAL APPOINTMENTS CLINIC	263-4175
CENTRAL TEXAS COLLEGE	263-5228
CHAPLAIN (GARRISON)	263-4898
CHAPLAIN (USARJ)	263-4888
CHILD DEVELOPMENT SERVICES ZAMA CDS (BLDG 691)	263-4992
CID CRIMINAL INVESTIGATION	263-3193
CLINIC DENTAL	263-4603
CLINIC INFORMATION (SAMS HEALTH CLINIC)	263-4127
CLINIC MENTAL HEALTH (BEHAVIORAL HEALTH)	263-4610
CLINIC PHYSICAL THERAPY	263-8195
CLOTHING SALES STORE	263-5130
CLUB MANAGER	263-4133
CLUB PAGING AND INFORMATION	263-4547
COMMUNITY CULTURAL CENTER	263-3939
COMMUNITY HEALTH NURSE(PREVENTABLE MEDICINE)	263-5050
COMMUNITY MENTAL HEALTH SERVICES	263-4610
CRAFT SHOP	263-4412
CREDIT UNION CUSTOMER SERVICE	263-4934
CYS CHILD YOUTH & SCHOOL SERVICES	263-8086
DENTAL APPOINTMENT	263-4603
DESK SGT MILITARY OFFICE	263-3002
DESK SGT MILITARY POLICE FROM OFF-POST (ZAMA)	046-047-6937
DHR ADMINISTRATION	263-4122
DISASTER/EMERGENCY/EVACUATION PLANS OFFICE	263-4318
DPW CUSTOMER SERVICE	263-4274
EAC (USARJ) COMMAND CENTER	263-3123
EDUCATION CENTER	263-3015
EMERGENCY RM HEALTH CLINIC	263-4127

EMERGENCY RM HEALTH CLINIC FROM OFF-POST	046-407-4127
EQUAL EMPLOYMENT OPPORTUNITY	263-7182
EXCHANGE, MAIN	263-5585
FAMILY HOUSING SERVICE	263-4134
FIRE (EMERGENCY)	911
FITNESS CENTER (YANO PFC)	263-3954
FURNITURE STORE	263-7956
GARAGE (CAR CARE CENTER)	263-5292
GAS STATION	263-4046
GIRL SCOUTS	263-3597
GOLF COURSE CASHIER AND PAGING	263-4328
LIBRARY	263-3517
LODGING OFFICE	263-3830
MEDDAC	263-4175
MILITARY POLICE FROM OFF POST	046-047-3002
MILITARY PAY BRANCH	263-7961
MPD CUSTOMER SERVICE	263-7077
NARITA AIRPORT INFORMATION	0476-34-5000
OPTICAL SHOP	263-8902
OUTBOUND HOUSEHOLD GOODS	263-8986
OUTDOOR VEHICLE RENTAL	263-4671
PASS SECTION ,PMO	263-4697
PASSPORT/CAC CARDS	263-3008
PATIENT ADMINISTRATION (RECORDS)	263-4693
PAY INQUIRES (FINANCE)	263-7961
PHARMACY,ZAMA CLINIC	263-4475
POST LOCATOR	263-5344
PREVENTIVE MEDICINE	263-5050

PUBLIC WORKS (CUSTOMER SERVICE)	263-4613
RED CROSS	263-3166
REENLISTMENT OFFICE (INSTALLATION)	263-7616
RELIGIOUS EDUCATION CENTER	263-3345
SAFETY OFFICE	263-4464
SATO OFFICE	263-3987
SHOPETTE	263-7466
SPORTS COORDINATOR(YOUTH)	263-4066
STAFF JUDGE ADVOCATE	263-4574
TAXI, COMMERICAL	046-251-2667
TEEN CENTER (YOUTH ACTIVITIES)	263-4500
TIME & TEMPERATURE	112
TORII NEWSPAPER	263-4217
TRANSPORTATION TRAFFIC OPERATIONS HOUSEHOLDS GOODS	263-4955
TRANSPORTATION TRAFFIC OPERATIONS PASSENGER TRAVEL INT'L	263-5177
TRANSPORTATION TRAFFIC OPERATIONS TERMINAL TRANS (GROUND)	263-3772
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